

Opos.Cash V1 1

User Manual V1.0



User Manual – OPOS.Cash V11

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1 About this documentation

This manual contains **software operating instructions** for **OPOS.Cash V9**. All program functions are described in this Manual.

The procedures described in this manual do not include troubleshooting. In case of problems, please send an accurate problem description to SKIDATA AG Customer Service

1.1 Print layout

For optimum printing, set your printer to **Color** and **Double-Sided** Printing.

1.2 Symbols

Important text passages and notes are marked by symbols and special typefaces throughout this Manual.

The following symbols are used:



Danger: Risk of injury.



Notice: Warns against actions that might cause hardware and/or software damage.



Hint: Provides explanations on the proper use of the device or software.



Task: Specifies particular tasks to be completed.



Example: Describes practical applications to illustrate features, functions, etc.

2 System Overview

OPOS.Cash can be easily set up in hotels, shops, tourist offices, etc., allowing for local advance sale of tickets. Decentralizing the points of sale helps to reduce queues at the ticket booths at lifts to ensure maximum convenience for guests.

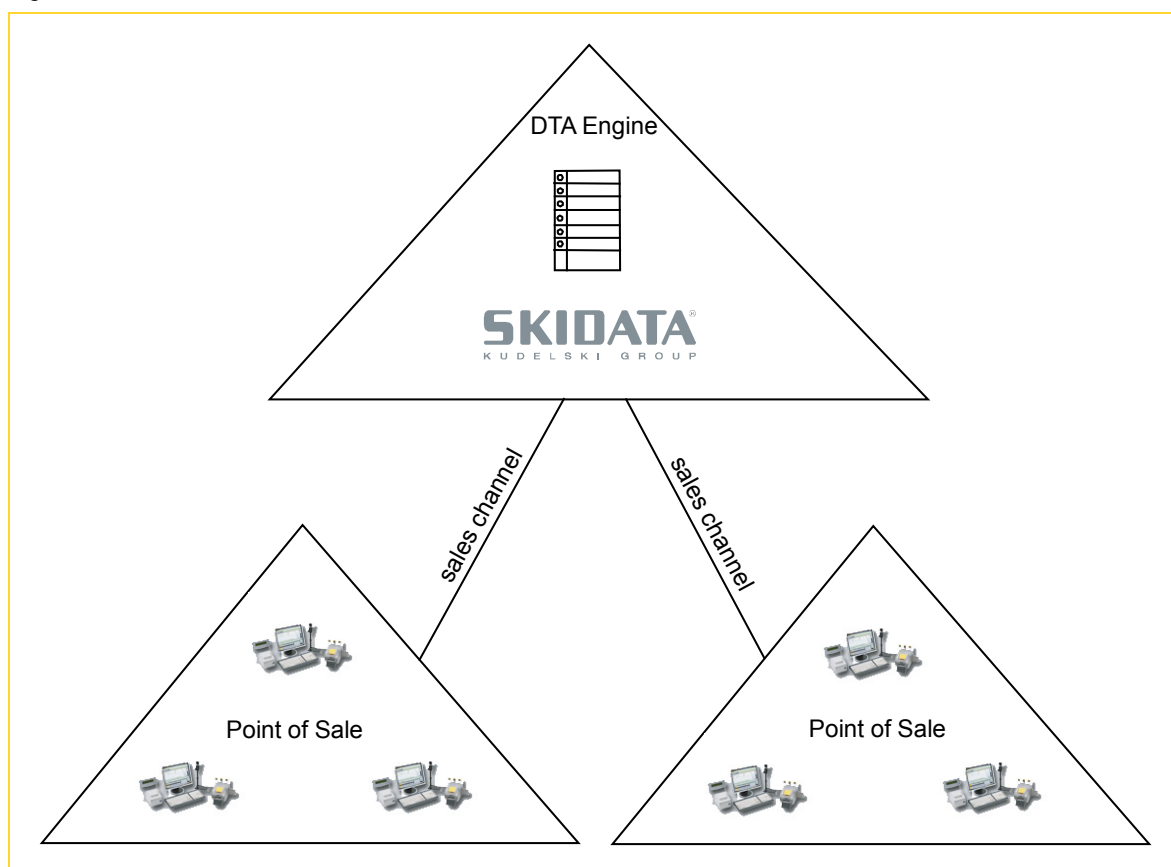
OPOS.Cash is a solution with minimum hardware requirements and is available in two versions:

- OPOS.Cash 'Professional', Package including SKIDATA Coder Light 'OPOS' for electronic coding and visual imprinting of tickets or
- OPOS.Cash 'Starter', Package including SKIDATA KeyDetector.Gate 'Duo' for electronic coding of tickets.

OPOS.Cash provides many benefits. Not only does it provide a reliable sales system for issuing fully valid, ready-to-use tickets; it also offers all the benefits of a centrally administered ticket system, such as real-time updating of prices and validities.

OPOS.Cash is a state-of-the-art product and the result of many years of experience in dealing with customers' requirements. SKIDATA has designed OPOS.Cash as a product that is not only user-friendly but also provides intuitive and fast user interaction.

Fig. 1: Overview

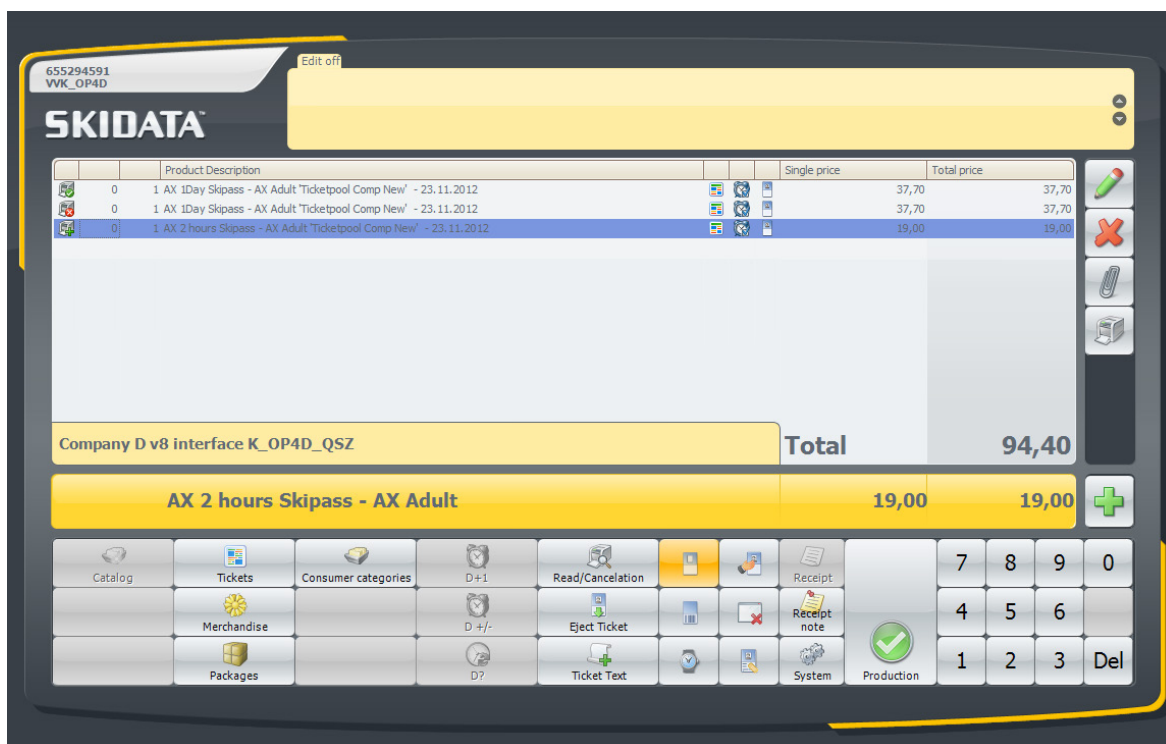


3 Description of SKIDATA Cash Desk GUI

OPOS SKIDATA Cash Desk GUI provides a user-friendly and clearly arranged user interface. All transactions can be monitored on-screen.

Individual functions can be selected and launched quickly and easily by means of software buttons.

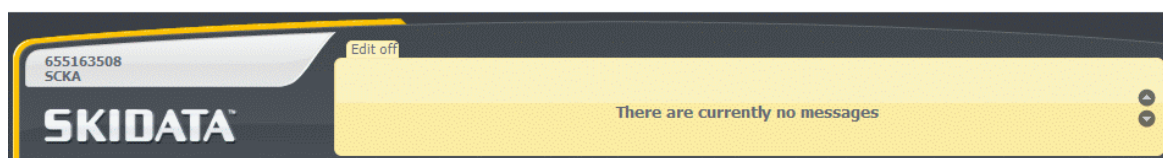
Fig. 2: OPOS SKIDATA Cash Desk user interface



3.1 System/Error Messages

The operator (Contractor) and the name of the advance sales station are indicated in the upper left corner of the user interface.

Fig. 3: Messages












All system and error messages are displayed in the panel on the right. The list of messages can be navigated by means of the scroll buttons. The message area can be cleared by clicking **System – Clear Messages**.

3.2 Production List

The production list shows all selected permissions and articles (shopping basket). (

Fig. 4: Production List

		Product Description			Single price	Total price
	0	1 AX 1Day Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			37,70	37,70
	0	1 AX 1Day Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			37,70	37,70
	0	1 AX 2 hours Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			19,00	19,00
Company D v8 interface K_OP4D_QSZ						Total
						94,40

Production List details:

■ Production Status



Tickets successfully produced



Tickets and articles have (not yet) been produced. If tickets cannot be produced because of an error, the corresponding error message will be displayed in the appropriate screen area (i.e. the green field in the upper right corner).



Production in progress

■ Produced Tickets

The number of the tickets/articles of this line that have already been produced.

■ Quantity of Products

Total number of tickets/articles of this line

■ Product Description

the full designation of the ticket/article.

■ Product Type



Ticket



Article



Package: combination of tickets and/or articles

■ Valid from



fixed validity start date



Depot

■ Ticket Medium Type



keycard



Barcode Ticket



Swatch

■ Unit Price/Total

price per unit and total price of the selected permissions/articles

3.3 Input Bar

A permission always consists of a combination of a ticket category and person category.

Fig. 5: Input Bar

* 1 day skipass - * adult	12,00	12,00
---------------------------	-------	-------



The selected permission will be indicated in the input bar and can be copied to the production list by clicking this button.

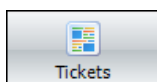
Details shown on input bar:

- Quantity
- Ticket category or article
- Consumer Category
- Validity start date (for T+1 or T+/-)
- Unit price
- Total price

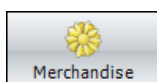
3.4 Functions



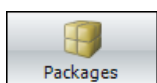
Lists all available catalogs



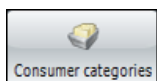
Lists all available ticket types



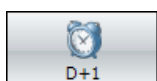
Lists all available articles



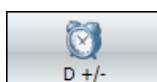
Lists all available packages



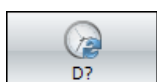
Lists all available consumer categories



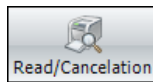
Post-date to next day



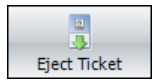
Post-date to any (future) date



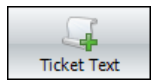
Delivery on depot



Read and/or cancel ticket



Eject ticket



Enter text for ticket labeling



Selects keycards ticket medium



Selects barcode ticket as ticket medium



Selects Swatch as ticket medium



Feed ticket blank manually



Delete new order line



Erase ticket label text before production



Receipt issue; automatic issuing and the number of receipts to be issued can be set via Configuration Settings.



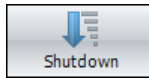
Allows for entering free text (notes, remarks etc.) that will be printed on the receipt.



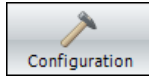
Opens the system functions

3.5 System Functions

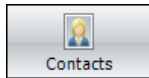
Clicking **System** will bring up a list of all system functions.



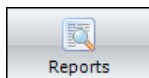
Closes the OPOS.Cash program



Allows for configuring printer, connection and advanced settings



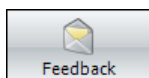
Starts the Contacts Management program: Address file



Opens the report form



Clears the list of messages



Opens the e- mail program for writing and sending messages



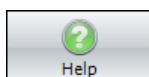
Allows for manually launching existing program updates



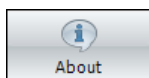
Erases the label text of a keycard



Allows for batch-erasing of several keycards



Opens the Help file



Displays all software and firmware versions



Exits System Functions

3.6 Program startup



Tip: The installation initial setup of OPOS.Cash are described in detail in chapters 7 Installation and 8 Initial Configuration.

To launch the SKIDATA OPOS.Cash Advance Sales System:

Go to Start - Programs - SKIDATA - OPOS.Cash or click the program symbol on the desktop.

To be able to log in to the advance sales system, a SKID ATA ticket printer must be connected and Internet access must be available. Note that the parameter settings must be set correctly.

3.7 Logon

There are several ways to log onto the system:

- **Automatically:** If automatic logon is selected, OPOS.Cash will be launched without the need for further confirmation.
- **About Key Logon:** Key-based logon requires a special ID keycard, which must be placed on the antenna of the printer for identification. If the keycard is password protected, this password must be entered and confirmed. OPOS.Cash will launch once the user is successfully logged on.



Hint: If Multiple KeyLogon is activated, clients will be logged on with their individual keycard. This means that when they log on, only the tickets, packages and other items assigned to this particular client will be shown automatically. Switching to another client is possible at any time by logging on with the other client's keycard.

3.8 Program Updates

When the program starts, it will automatically scan for available software updates. Any new updates will be listed on-screen. The installation of updates can be started and cancelled on demand.

- **OK:** Proceeds with installing the update and launching the application.
- **Cancel:** Prevents installation of the latest update and launches the installed version of the application. When omitting the installation, new prompts to install the latest software version will be displayed at weekly intervals.
- **Closing by clicking X:** When closing the prompt dialog window, the latest software version will not be installed; a new prompt will be displayed the next time the program is run.

4 Using SKIDATA Cash Desk GUI

The following describes the functions of OPOS.Cash when used with the SKIDATA Cash Desk GUI.

4.1 Catalog

This button is only enabled if more than one catalog can be selected. Clicking this button will bring up a list of available catalogs for which tickets can be sold. The ticket range, consumer categories, merchandise and product packages of the selected catalog will be loaded.

4.2 Selecting permissions / articles / packages

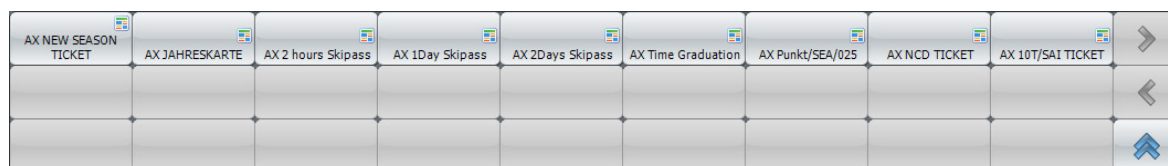
Clicking Tickets, Consumer Categories, Merchandise or Packages will bring up the corresponding permissions and articles defined in the catalog.

Each permission consists of a ticket type and consumer category.

4.2.1 Tickets

Clicking **Tickets** will bring up a list of available ticket types for the selected catalog. Clicking the blue arrow buttons on the right side will expand the list if more ticket types are available.

Fig. 6: Selecting tickets

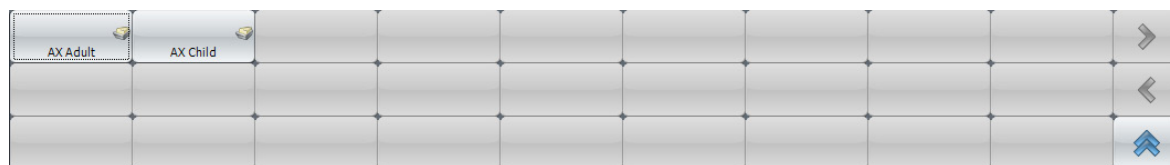


Tickets can be selected by clicking the corresponding buttons. The input bar shows the currently selected ticket. This selection can be overwritten at any time without the need to delete the previous selection first.

4.2.2 Consumers

Clicking **Consumers** will bring up a list of available consumer categories for the selected catalog. The list can be extended with the arrow buttons if more categories are available.

Fig. 7: Consumer category



Consumer categories can be selected by clicking the corresponding buttons. The input bar shows the currently selected category. This selection can be overwritten at any time without the need to delete it first.

4.2.3 Merchandise

Clicking **Merchandise** will bring up a list of available merchandise items for the selected catalog.

Fig. 8: Merchandise

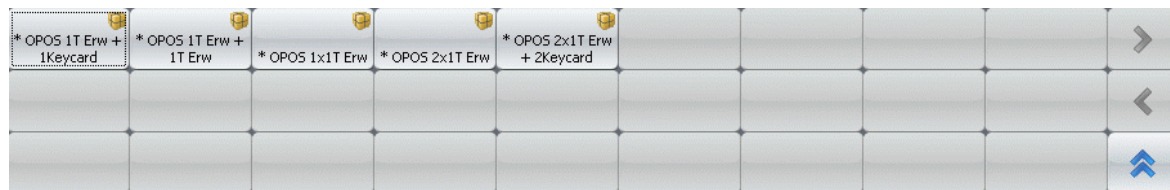


Merchandise items can be selected by clicking the corresponding buttons. The input bar shows the currently selected article. This selection can be overwritten at any time without the need to delete the previous selection first.

4.2.4 Packages

Clicking **Packages** will bring up a list of available product packages for the selected catalog. A Package is a combination of tickets and/or other articles.

Fig. 9: Packages



Packages can be selected by clicking the corresponding buttons. The input bar shows the currently selected package and its content. The package can be overwritten at any time without the need to delete the previous selection first.

4.2.5 Permissions with address registration

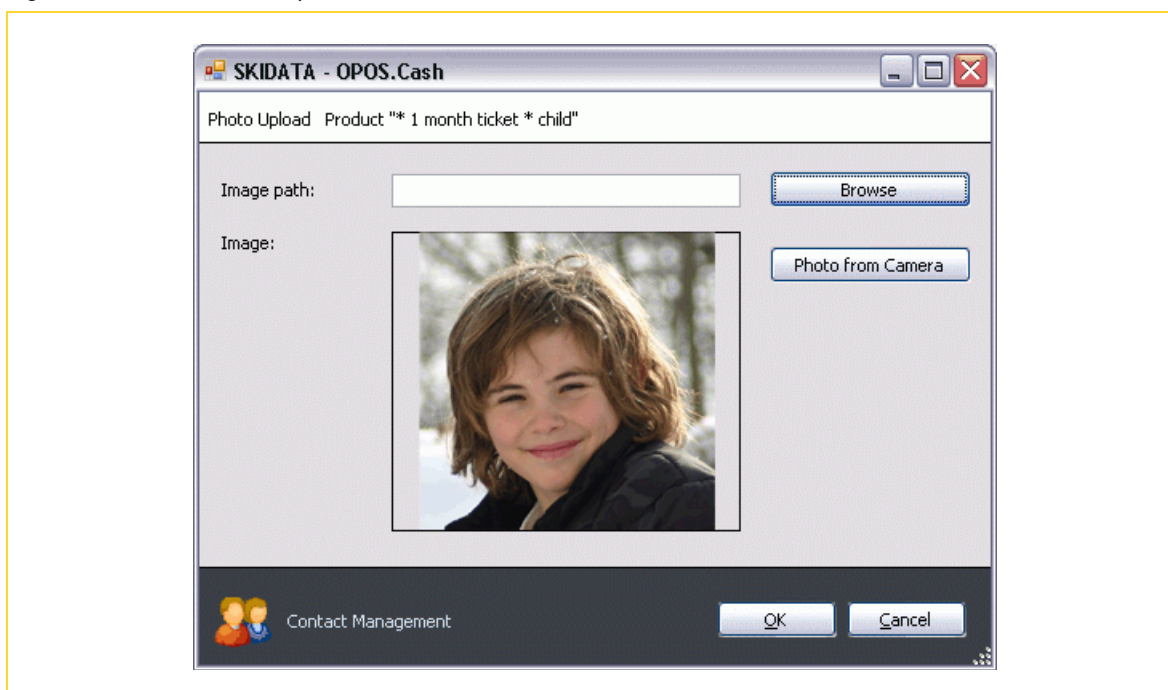
When a permission with address registration is selected for production, the Contacts Management program will be launched automatically. The name of the customer must be selected from the contact list or entered via address registration (see Chapter 6.11.3 Contacts).

Depending on which permission is selected, certain input fields may be defined as mandatory. In other words, the details that must be filled in on the address registration dialog depend on the selected permission.

4.2.6 Permissions with ID photo

Permissions with ID photo require capturing or uploading a photo image.

Fig. 10: Permission with ID photo



The photo can be either searched for and loaded via the **Search** button or generated via the **Capture Photo**

4.2.7 Age Check

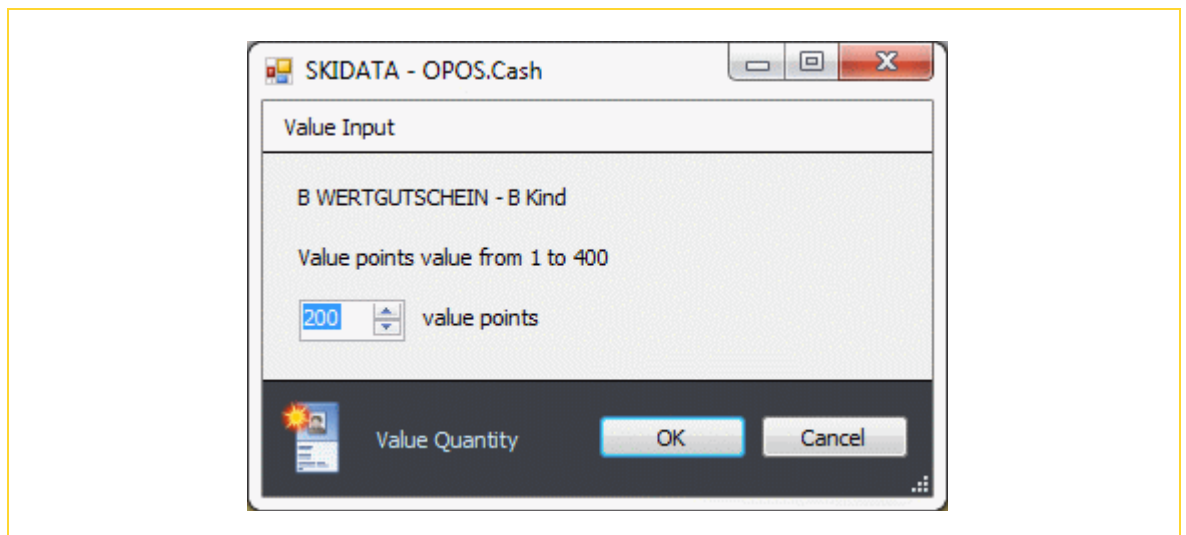
When issuing a permission that requires an address registration, you can check whether the customer details match the selected person group. For example, if a child ticket is issued, you can check to verify that the specified birth date actually fulfills the requirements for that person group. If the selected person group does not match the specified birth date, a message will be displayed.

You have the option of issuing the permission anyway, or terminating the procedure to select another person group.

4.2.8 Variable permissions

A variable ticket is a ticket with a freely definable value (e.g. point value). When a ticket of this type is generated, a dialog window for entering the value will open. The maximum value corresponds to a pre-defined limit.

Fig. 11: Variable value input

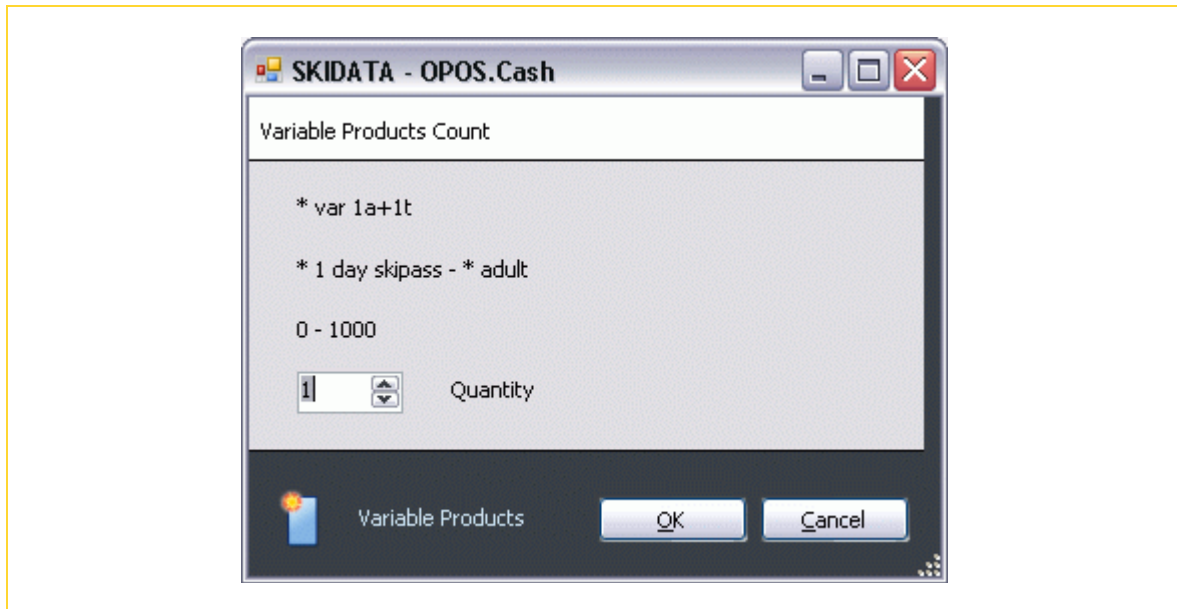


The value can be entered into the corresponding field and confirmed with **OK**.

4.2.9 Variable Package

A package is a combination of several products (permissions and/or articles). In **Variable Packages**, the quantities for each item of the package can be specified as required. When a Variable Package is sold, a dialog will open, allowing for input of the desired quantity for each product.

Fig. 12: Freely selectable quantity of products



Once the desired quantities have been entered, the final package is shown in the production list, ready for issuing.

4.2.10 Additional Product

Some permissions can be combined with an additional product. There are three types of add-on products:

- **Must (i.e., obligatory) Product**

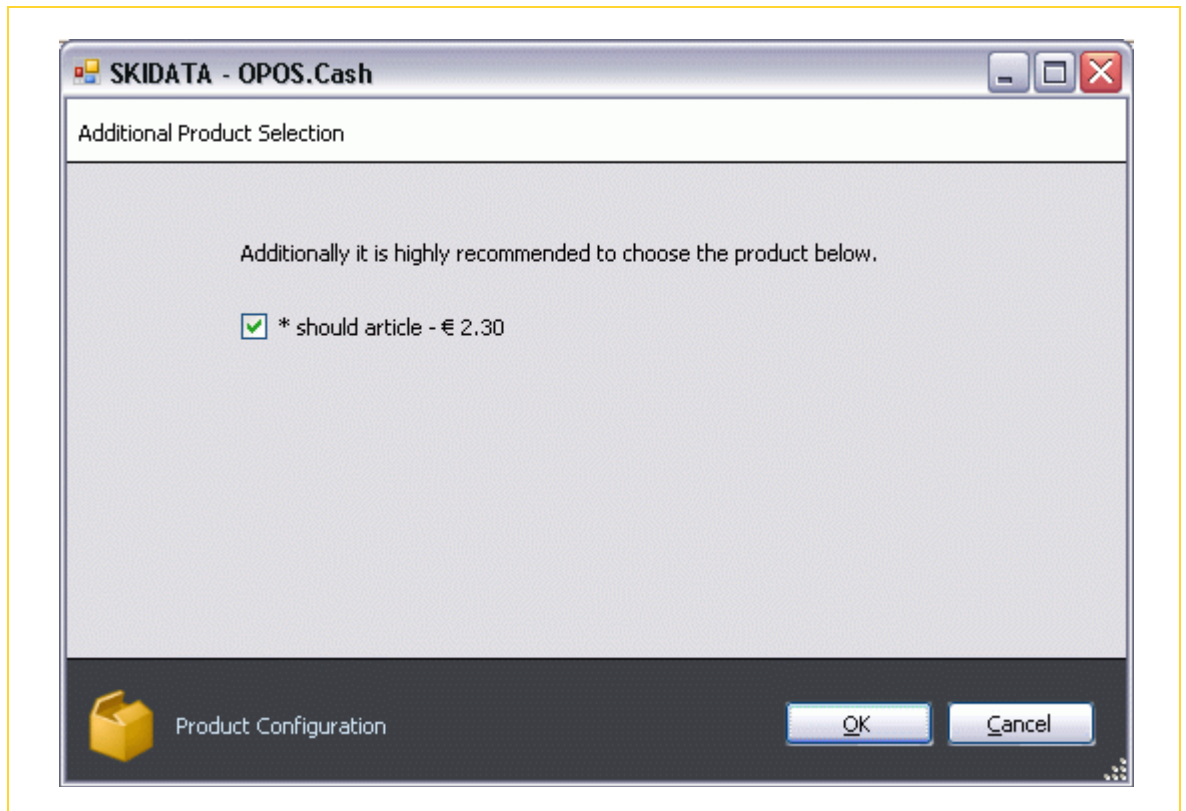
This product is added automatically to the permission. The permission cannot be sold without this add-on product.

- **Should Product**

This add-on product is suggested to be sold together with the permission. When selling the permission, a dialog will be displayed asking whether or not this add-on product will be sold as well. The checkbox in the confirmation window is activated by default. In case the add-on product is not sold together with the permission, the checkbox must be deactivated manually.

- **Can Product**

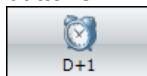
This add-on product may be sold together with the permission. When selling the permission, a dialog will be displayed asking whether or not this add-on product will be sold as well. The checkbox in the confirmation window is deactivated by default. In case the add-on product is not sold together with the permission, the checkbox must be activated manually.

Fig. 13: Additional Articles

Additional products will be included on the production list.

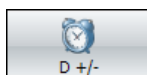
4.3 Modifying validity dates

The start date of a ticket's validity can be changed as needed. To do so, click the corresponding buttons:



Post-date to next day

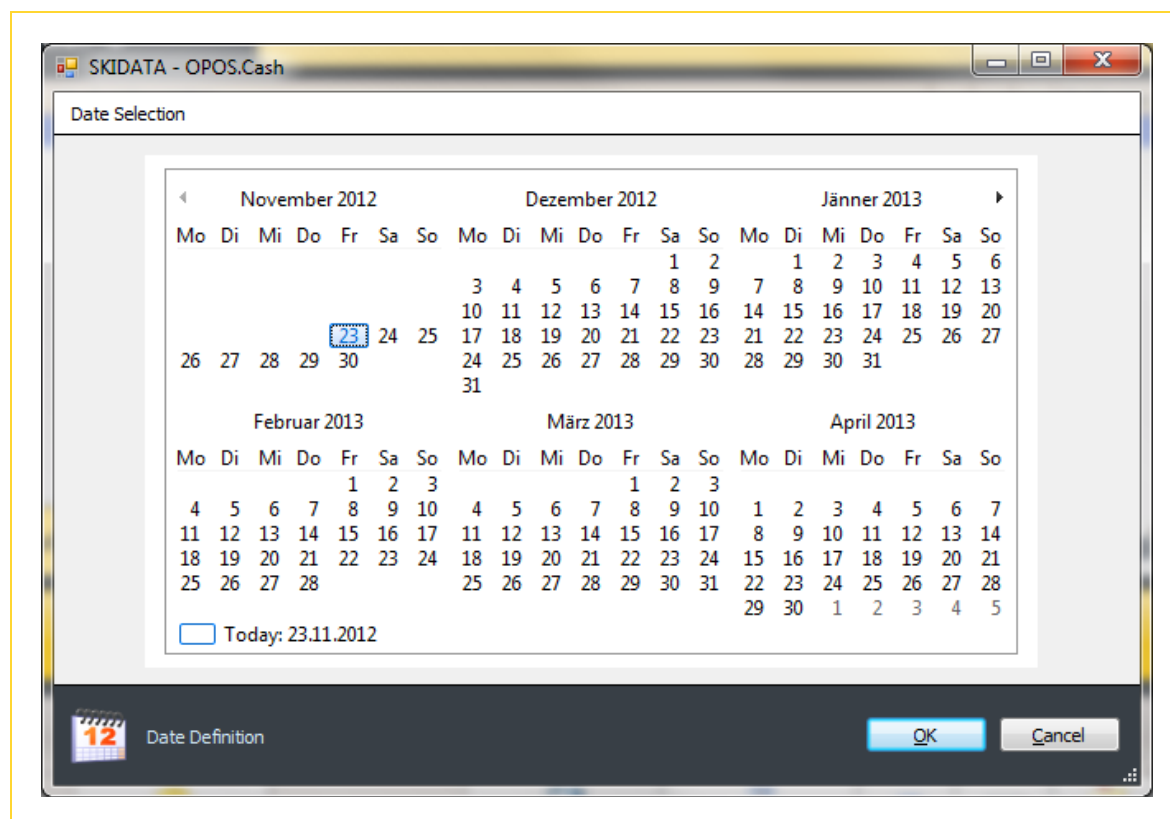
The ticket being issued with this function will be valid from the day following the day of production. If there is a proper definition in the Personality of the issuing pool, the T+1 function can be applied automatically from a specific time of day. This means that from that time until the end of the day, all tickets issued will automatically be post-dated to the next day.



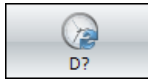
Post-date to any (future) date

This function allows for post-dating tickets to any (future) date. The rate will be calculated automatically, including seasonal rate changes where applicable.

Fig. 14: Date Selection



The start date of the validity can be selected by clicking the day on the calendar.



Activate depot production

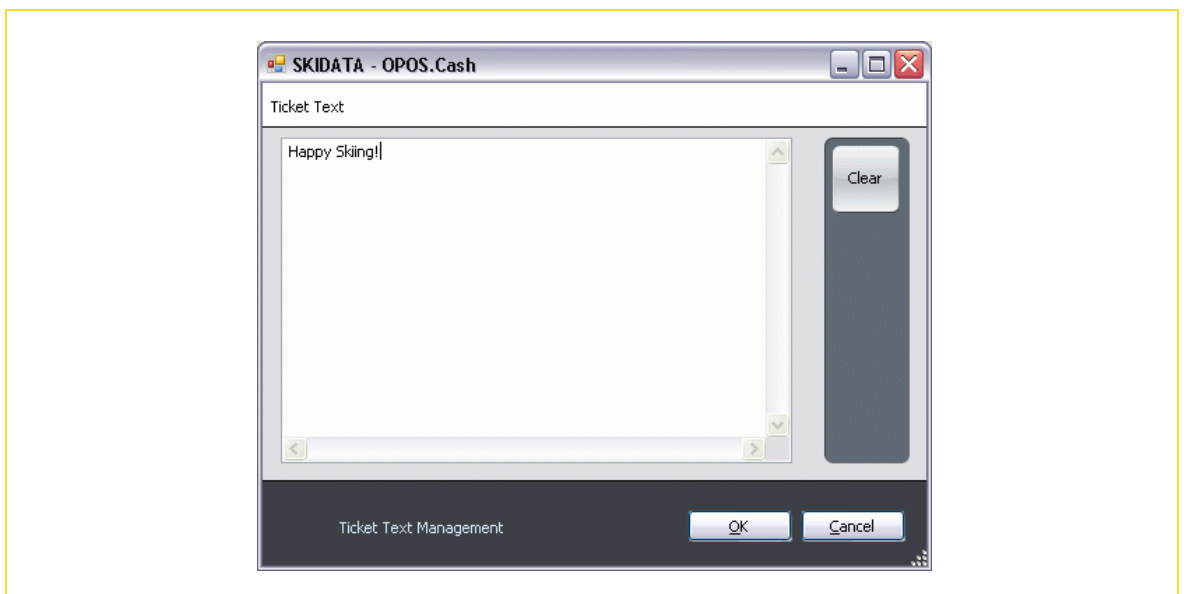
The ticket will be issued 'on depot' and activated upon first use at a reader. At that time, the date of this first use will be encoded onto the ticket as the start date of its validity.

Activated buttons will be displayed in orange. The selected validity mode will also be indicated in the respective line of the production list.

4.4 Ticket Text

When issuing certain predefined permissions, a text is printed on the ticket. This text can be entered in the following window:

Fig. 15: Ticket text



Clicking the **Clear** button will cause any existing text input to be deleted.

4.5 Ticket medium



Selecting **keycard** as ticket medium:

The selected permission will be issued on a keycard.



Selects **barcode ticket** as ticket medium.

The selected permission will be issued on a bar-coded ticket.



Selects **Swatch** as the ticket medium.

The selected permission will be issued on a Swatch.

4.6 Ticket functions



Manual ticket supply: Allows for tickets to be supplied manually for encoding and printing. This function can only be selected if **Tray Configuration** has been activated under **Configuration - Printer**. Clicking this button activates manual supply of the ticket medium for the selected permission.

Example: If someone brings their own keycard, the tray intake can be individually deactivated for that specific permission. The keycard must be supplied manually.



Delete new order line: The permission displayed in the order line will be deleted.



Pre-delete: Clicking this button before the ticket is issued will cause any permission details that are printed on the ticket to be erased and replaced by the details of the new permission.

4.7 Issue permission/article

All permissions and articles are shown in the production list and can be selected for issuing.

4.7.1 Input bar

Fig. 16: Input bar

* 1 day skipass - * adult	12,00	12,00
---------------------------	-------	-------

The input bar shows the following details of the selected permission/article:

- Quantity
- Item type: ticket, article or package
- Consumer category
- Validity start date (for T+1 or T+/- only)
- Unit price
- Total price

The desired quantity can be entered by clicking the appropriate button, or by using the + and - keys or the keyboard. Use the buttons or the **Del** key to reset the quantity to 1.

4.7.2 Production List



Clicking this button will add the selection shown in the input bar to the production list.

Additional permissions/articles can then be selected and added to the production list, and so on.

Fig. 17: Production list

		Product Description			Single price	Total price
0	1	AX 1Day Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			37,70	37,70
0	1	AX 1Day Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			37,70	37,70
0	1	AX 2 hours Skipass - AX Adult 'Ticketpool Comp New' - 23.11.2012			19,00	19,00
Company D v8 interface K_OP4D_QSZ						Total
						94,40

All selected permissions/articles will be shown on the production list.

If a ticket without consumer category is added to the production list, this will automatically open a window showing all person combinations available for this ticket. The consumer category can be selected directly from this list.

4.7.2.1 Editing the production list

Before producing/issuing the tickets and articles on the production list, it is possible to edit the list, as and if necessary:



Deletes the selected line from the production list and inserts its details into the input bar for editing.



Deletes the selected line and removes it from the list.



Writes (encodes) all items of the list onto the specified data carrier.



Clicking this button will start a printout of the production list.

4.7.3 Producing permissions and issuing articles



If the production list is complete and correct, the ticket can be issued by clicking the **Production** button.

The production status is indicated as follows:



Tickets produced successfully



Articles produced successfully



Tickets, articles and packages not (yet) produced



Production in progress

If ticket production is not successful, an error message will be displayed in the corresponding field.

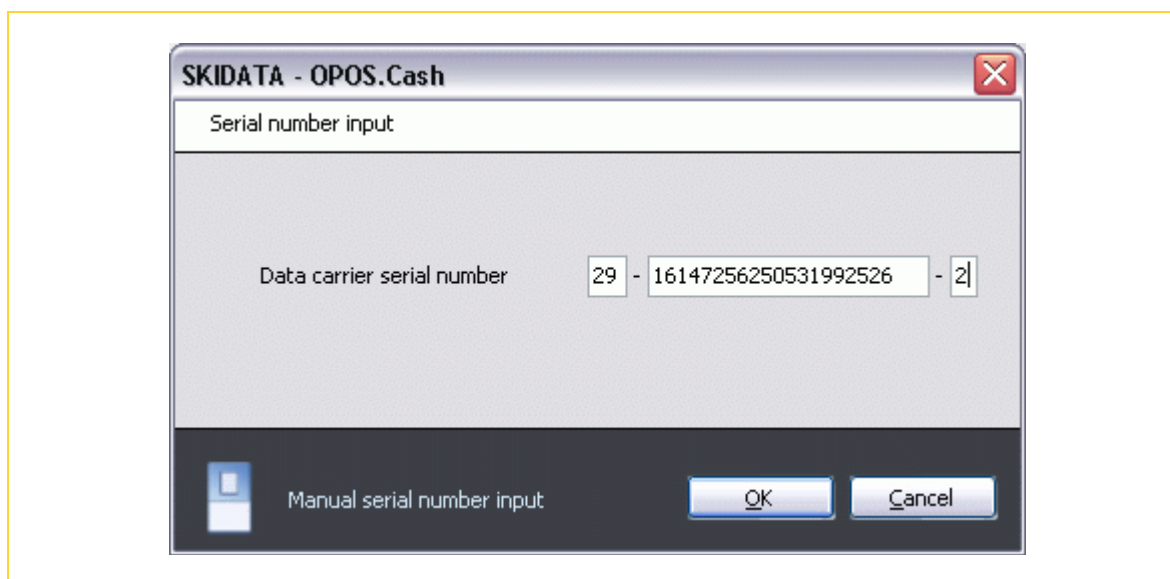
4.7.4 Ticket sale via manual input of serial number



Hint: This sales mode requires the **Manual Input of Serial No.** option (Configuration – Printer) to be activated.

Permissions can also be sold and activated via OPOS.Cash by specifying their serial number. You will be prompted to enter the data carrier's serial number before the products are encoded on them.

Fig. 18: Input of serial number

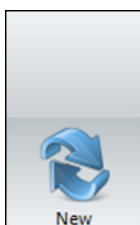


The (unique) serial number is engraved on the data carrier. Entering the serial number will cause the data carrier to be activated and encoded upon its first use at a reader.



Hint: To cancel a permission by manual input of a serial number, select the Read/Cancel Ticket function and re-enter the serial number of the data carrier.

4.7.5 Starting a new sales transaction

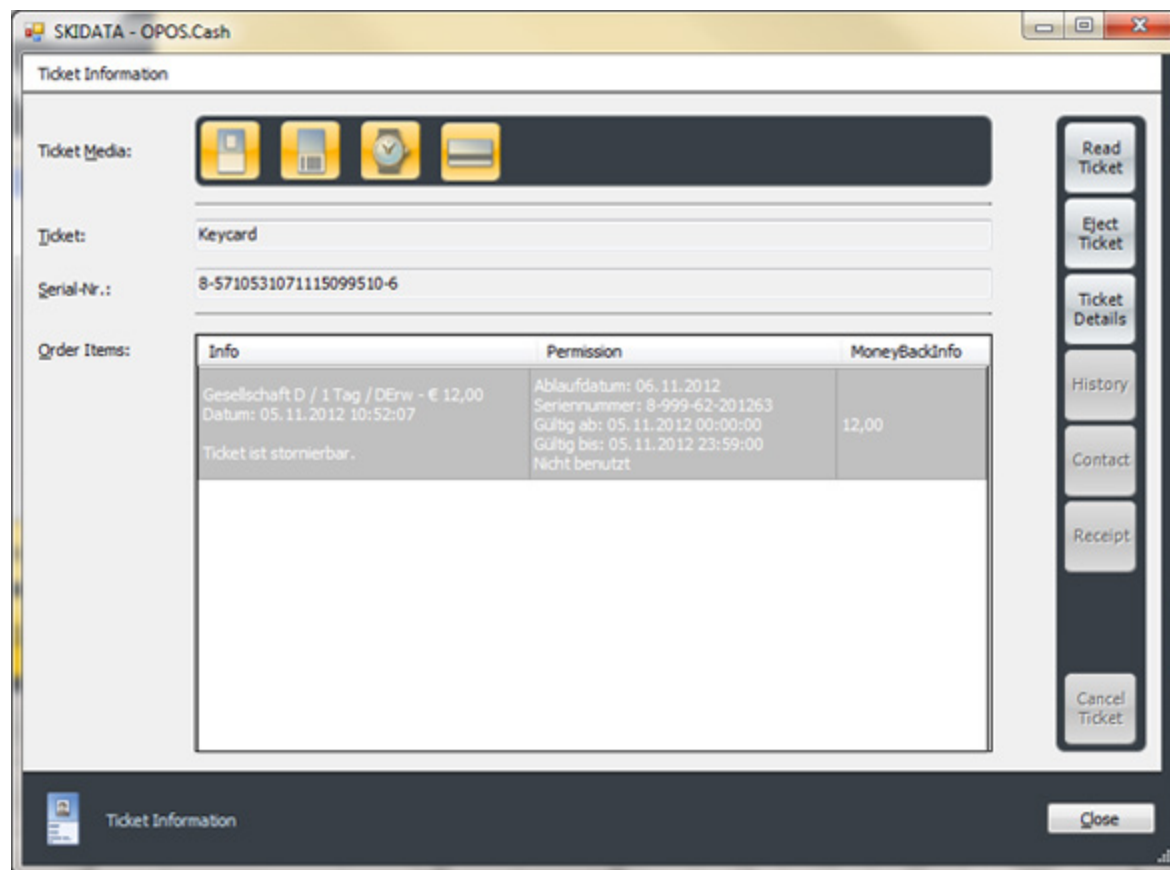


If ticket production is successful, a new sale can be started by clicking the **New** button. All lines of the production list will be deleted.

4.8 Reading and canceling tickets

With this function the ticket data can be read and its details viewed on-screen:

Fig. 19: Reading tickets

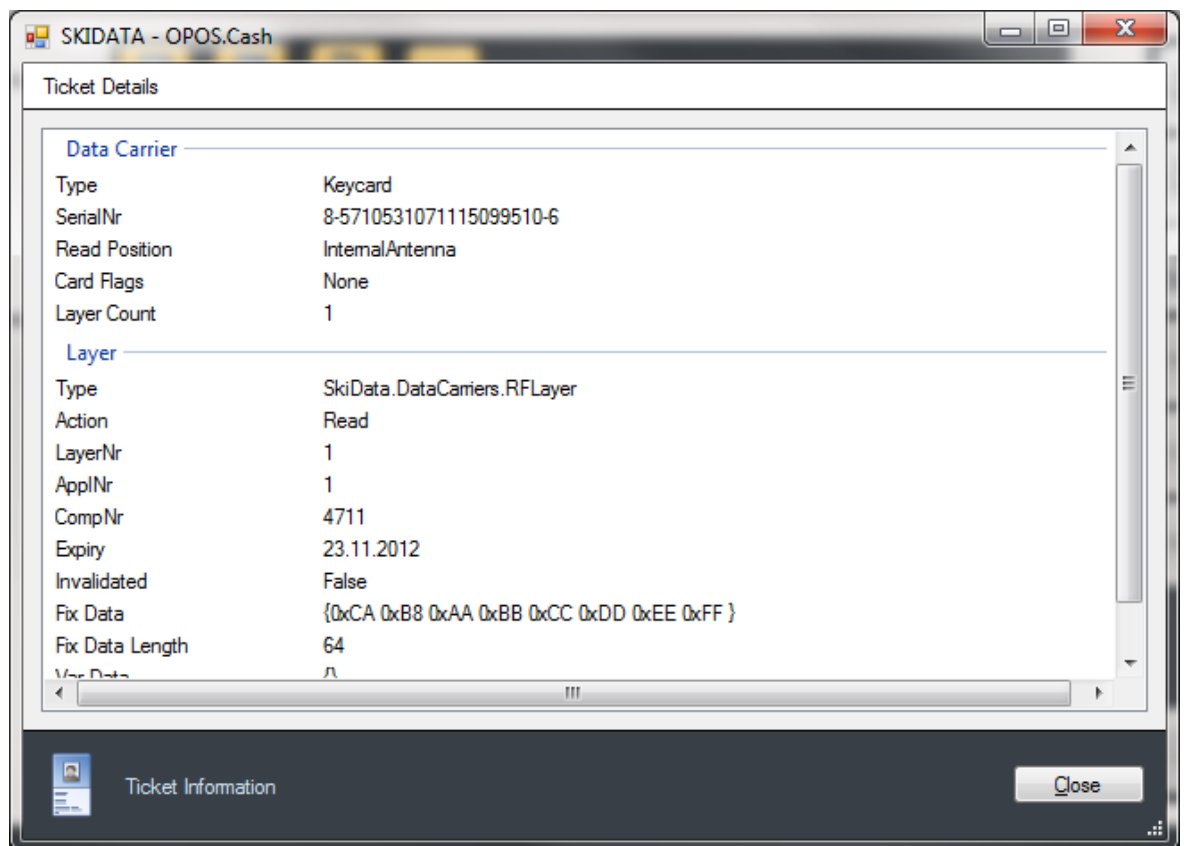


- **Ticket Medium:** Lets you select a supported ticket medium
- **Ticket:** Specifies the ticket medium being read
- **Serial number:** Shows the serial number of the ticket
- **Order list:** The order list provides details on the permissions on the ticket; the third column shows the change given (only for permissions that can be cancelled).

The following functions are available:

- **Read Ticket**
Reads the ticket data
- **Eject Ticket**
The ticket is in the printer and can be ejected by clicking this button.
- **Ticket Details**
Shows detailed information about the ticket

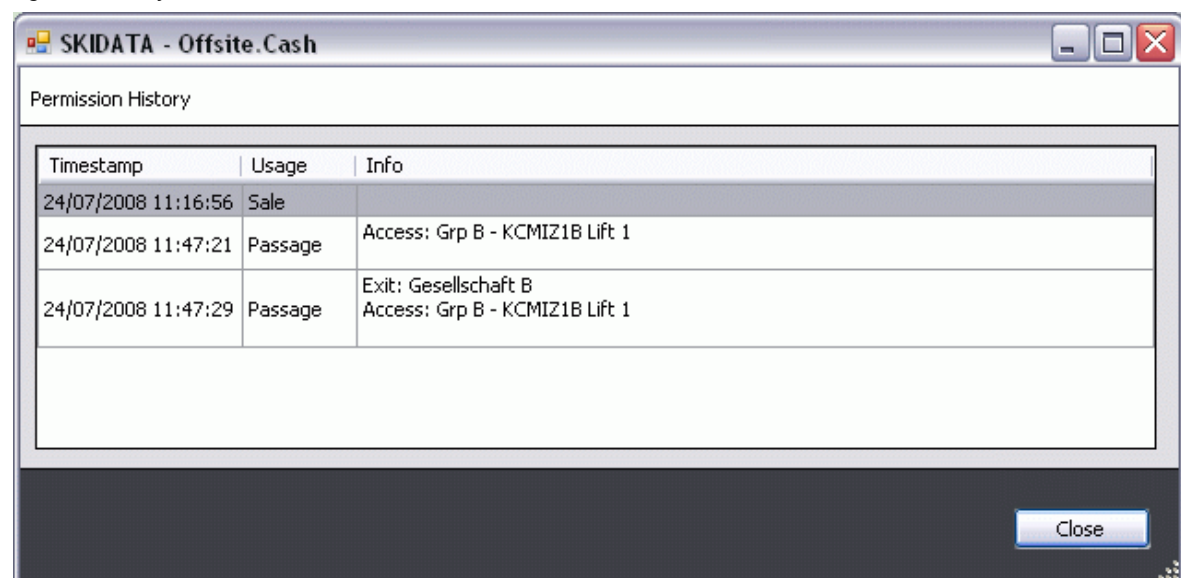
Fig. 20: Ticket details



History

Displays all sales and usage details of each permission.

Fig. 21: History



■ **Contact**

When a permission with address registration is read, this button can be used to open the corresponding contact information.

■ **Receipt**

Issues a receipt

■ **Cancel Ticket**

Cancels the ticket and prints a cancellation mark on it. This function is only available for tickets that are new and have not yet been used.

4.9 Eject Ticket

Allows for starting the ticket ejection function manually. This will cause the printer to eject the previously drawn in ticket.

4.10 Receipt



Issues a receipt for the current transaction. This button is only enabled when the transaction has been completed. The quantity and the automatic issuing of receipts can be defined under Configuration – Advanced.

If no printer is installed, the receipt is displayed on the screen.

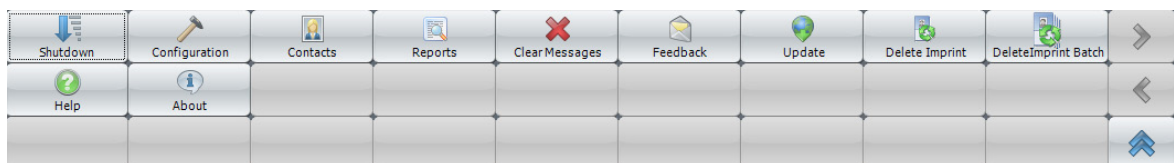


Allows for entering free text (notes, remarks etc.) that will be printed on the receipt.

4.11 System functions

By selecting the **System** button, all system functions will be displayed.

Fig. 22: System



4.11.1 Shutdown

Closes the OPOS.Cash program.

4.11.2 Configuration

The Configuration button provides access to all relevant configuration settings (see Chap. 4.3 Configuring connections). The settings must be entered upon first use and can be modified later as needed.

4.11.3 Contacts

Clicking the **Contacts** button or selecting a ticket with address registration will automatically bring up the Contacts Management application.



Hint: Loading the contact records from the server may take some time. When loading more than 500 records, it is necessary to apply a data filter; when loading between 100 and 500 records, using a data filter is recommended. In these cases, an on-screen message to that effect will be displayed.

Refining the search by means of a filter will reduce the number of records that need to be loaded, which will speed up the search.

Fig. 23: Contacts

Last Name	First Name	City	ZipCode
Musterfrau	Maximiliane	Salzburg	5020
Musterkind	Mäxchen		
Mustermann	Maxi	Salzburg	5020

Set Filter: The input boxes in the yellow section are for entering search criteria. These include last name, first name, ZIP code, and city. This will restrict the list of records to the ones that match the search string(s) entered (you may input search text in more than one input box for a more refined search). Note that you may also enter wildcards: % can be used for one unknown character, and * for any number of unknown characters. For example, to get all records whose name entry starts with M, simply enter M*.

Search: Clicking the Search button will start the search of the database for records matching the search criteria. If the number of matching records is greater than 500, you will need to refine the search (filter) criteria.

Reset Filter: Clicking this button will clear all search input boxes, allowing you to enter new search text. When you are finished, click Search again to find all matching records.

Select an Address: An existing address can be selected by clicking the corresponding address line. Searching for a specific existing address can be simplified by setting a search filter. When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button.

4.11.3.1 Adding a new address

Clicking **New** will open the Contacts Management dialog.

When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button. Any input made in the search (filter) input boxes will be copied automatically to the contact dialog.

Input in boxes with a yellow frame around them is mandatory; input in the other fields is optional.



Hint: Input in the first name and last name boxes is always mandatory.

Once you have entered the ZIP code, the city will be filled in automatically.

Each address can or must have an ID photo linked to it (depending on whether or not the photo field is a mandatory field). The following functions are available:

- **Photo from file:** Allows for uploading an existing photo. Specifying the path will cause the image file to be opened and the picture to be displayed.
- **Photo from camera:** Allows using an external camera to capture the photo. This button is only enabled if an external camera is connected.
- **Remove photo:** Deletes the existing photo.

The address input can only be completed when all mandatory fields have been filled in.

Fig. 24: Address input

The screenshot shows a window titled "SKIDATA - OPOS.Cash" with a tab labeled "Craig Daniel". The form contains the following fields and controls:

- Abbreviation:
- Salutation:
- Title:
- Last Name:
- First Name:
- Birth Date:
- Phone:
- Email:
- Gender:
- Address 1st Line:
- Address 2nd Line:
- Address 3rd Line:
- Address 4th Line:
- Zip Code:
- City:
- Region:
- Country Code:

On the right side, there is a photo of a child and three buttons: "Photo from File ...", "Photo from Camera ...", and "Remove Photo".

At the bottom right, there is a checkbox labeled "Show all fields by default" and a button labeled "<< Less".

The bottom bar of the window contains a "Contact Management" icon and two buttons: "OK" and "Cancel".

4.11.3.2 Edit

Clicking **Edit** will open the customer record for editing.

4.11.3.3 Delete

Click **Delete** to remove the selected customer from the database.

4.11.3.4 Refresh

Clicking the Refresh button will re-load all contact address details.

4.11.4 Reports

Clicking this button will open the Report dialog.

Fig. 25: Report Retrieval

Report Retrieval

Contractor: ☒ Gesellschaft B From: Mittwoch , 01. Februar 2012 To: Dienstag , 28. Februar 2012 Report: Sales Detail

1 of 1 100% Find | Next

Sales Detail

POS Info 655163508 SCKA
OP5B_QSZ
Time Frame 01.02.2012 - 28.02.2012
Contractor Gesellschaft B

Contractor Gesellschaft B
Gesellschaft B Booked

Tickets	Consumer Category	Quantity		Sum
B 1 Tag SKIPASS	B Erwachsen	4	EUR	60,61
B 3Tage + Vormittag	B Erwachsen	7	EUR	355,25
B STAFFELKARTE	B Erwachsen	1	EUR	12,00
		12	EUR	427,86

Products	Consumer Category	Quantity		Sum
B KeyCard		2	EUR	4,40
B Plan		4	EUR	2,00

Report Management

Report details can be filtered by **Contractor** (operator), Date **From - Until** and **Report**.

The report can be issued by clicking the **Retrieve Report** button. The details are displayed on-screen and can be printed.

The following reports are available:

- **Sales Total:** Lists all sales transactions.
- **Sales Detail:** Lists all sales transactions; tickets are listed separately.
- **Sales Detail User:** Lists all sales transactions, broken down by cashier.
- **Transaction List Standard:** Lists all transactions that have been correctly performed by the system.
- **Transaction List Dubious:** Lists all transactions that have not been completed correctly by the system.
- **Transaction List Productions:** Lists all reservations that have been produced by the function pick-up.

4.11.5 Messages

The list of all messages will be erased.

4.11.6 Feedback

Opens Outlook for writing and sending messages. The pre-defined e-mail address of the recipient is entered automatically.

4.11.7 Update

If program updates are available, they can be installed manually using this function.

4.11.8 Delete

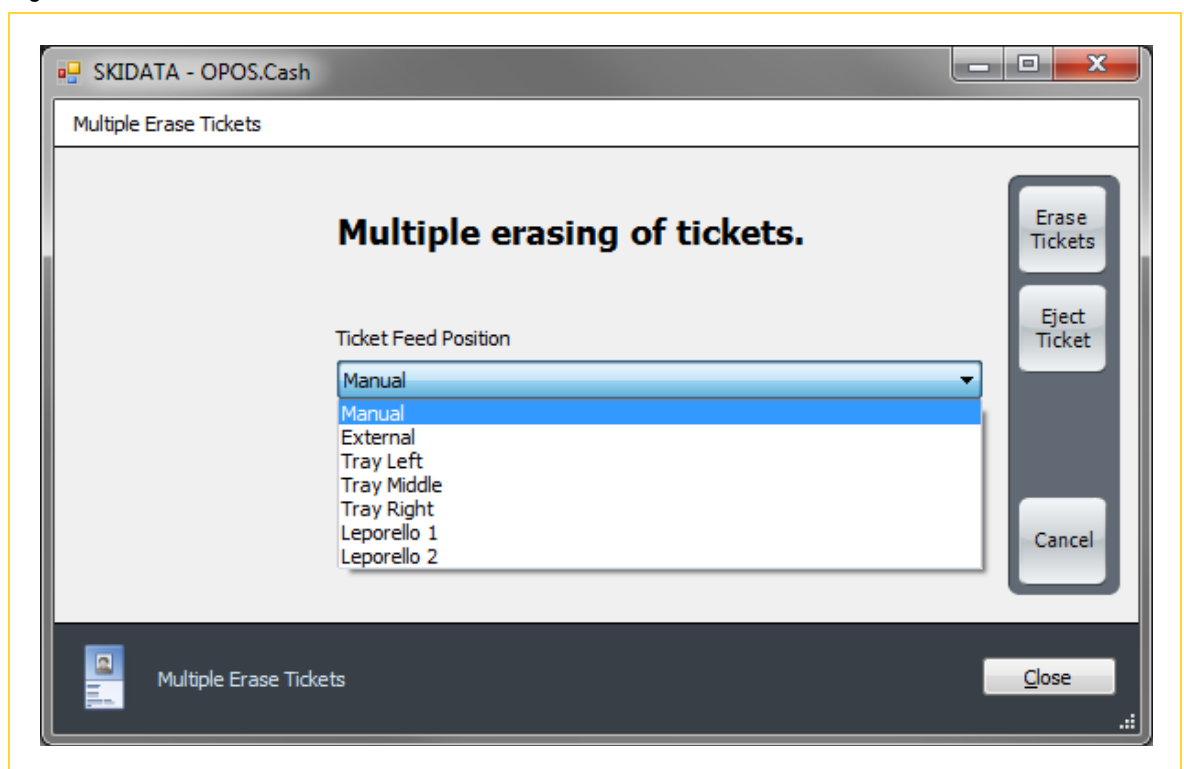
Starts the **delete** function; lets you supply a keycard for deleting. The function automatically terminates after a keycard has been deleted.

4.11.9 Batch Delete



Clicking this icon will open a dialog for erasing tickets.

Fig. 26: Mu



This dialog provides the following functions:

- **Ticket intake position:** Drop-down list for defining where tickets should be drawn in for erasing. Clicking a ticket stack will cause all tickets in it to be erased. Activating the Manual option allow you to insert the tickets manually for erasing.

- **Erase tickets:** Starts the erasing process
- **Eject Ticket:** Causes the currently processed ticket to be ejected
- **Cancel:** Terminates the erasing process

The Erase function will remain active until the stack is empty or no more ticket is supplied manually.

4.11.10 Assistance

Opens the help file.

4.11.11 About

Clicking the **About** button will open a window showing the installed versions.

- **Info:** Displays the version of OPOS.Cash.
- **Details:** The detail view provides an overview of the installed software and firmware versions, as well as the serial numbers of OPOS.Cash and the connected issuing device. By clicking the **Send** button this information can be sent by e-mail.

4.11.12 Closing the System Functions dialog

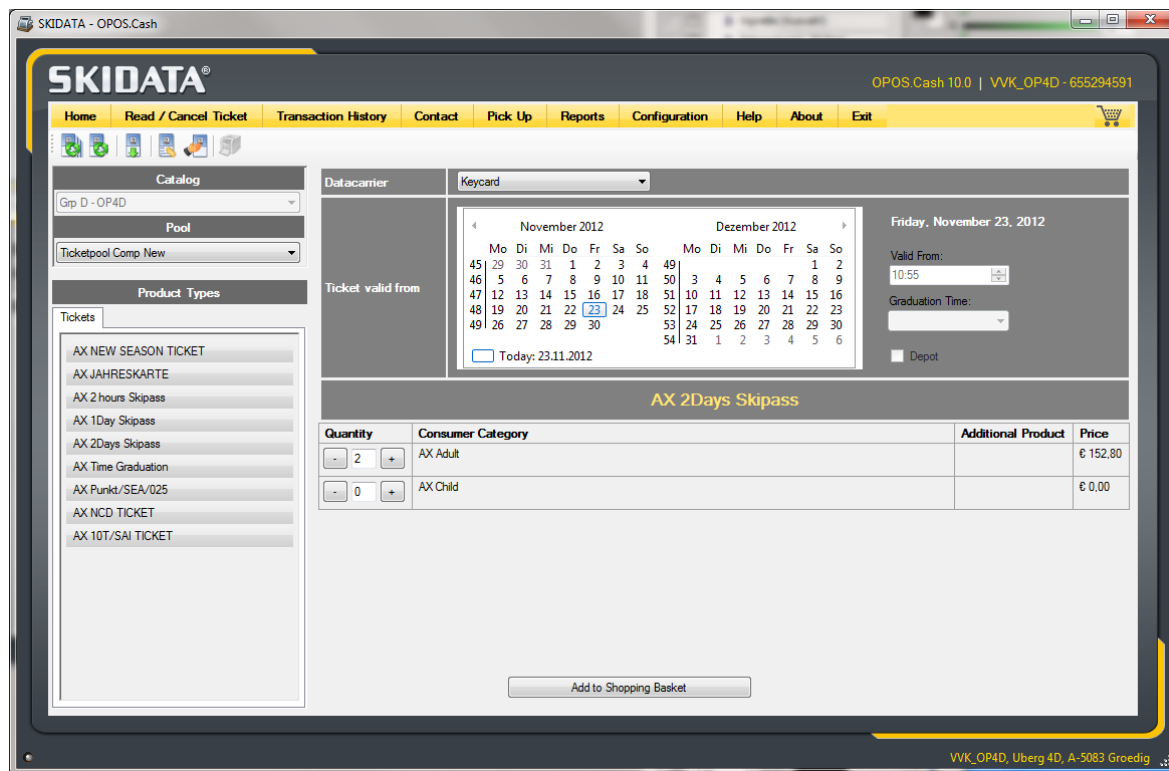


Click the Close button to exit the system functions and return to the main program window.

5 Description of OPOS Classic GUI

The compact version of the GUI OPOS Classic provides quick, well-structured access to an e-selling (shopping basket) function. All transactions can be monitored on-screen.

Fig. 27: OPOS.Cash user interface OPOS Classic

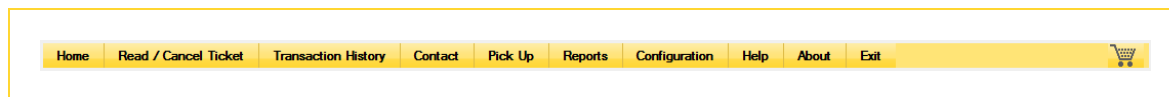


The layout of the GUI includes the following elements:

5.1 Menu Bar

This provides access to configuration functions and settings of OPOS.Cash, software functions and an overview of selected products.

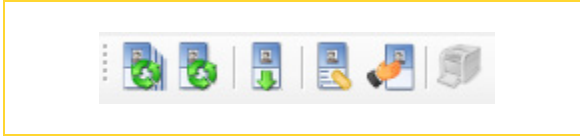
Fig. 28: Menu bar



5.2 Tool bar

The tool bar contains the following buttons:

Fig. 29: Tool bar

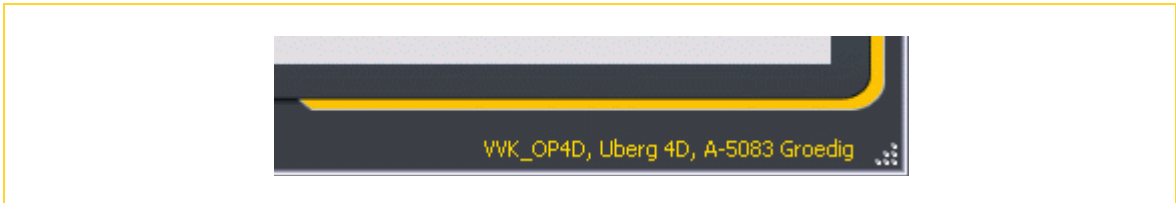


- Delete Imprint Batch
- Delete Imprint
- Eject Ticket
- Predelete Ticket
- Manual Ticket feed
- Print a list of items in the shopping basket

5.3 System information

Displays system related information in the lower right corner of the user surface.

Fig. 30: System information



Displayed details include Name and address of the OPOS.Cash sales station.

5.4 Work area

The main work area is subdivided into the following sections:

- Panel for selecting catalogs, pools, tickets, product packages and articles
- Panel for selecting data carriers and setting ticket validities
- This shows details of the selected tickets, packages and articles and allows for input of quantities and activation of add-on articles (where applicable).

5.5 Program startup

To launch the SKIDATA OPOS.Cash Advance Sales System:

Go to Start - Programs - SKIDATA - OPOS.Cash or click the program symbol on the desktop.

To be able to log in to the advance sales system, a SKIDATA ticket printer must be connected and Internet access must be available. Note that the parameter settings must be set correctly.

5.6 Logging on

5.7 Programmstart



Tipp: The installation initial setup of OPOS.Cash are described in detail in chapters 7 Installation and 8 Initial Configuration.

Logging on is possible in various ways, depending on the configuration settings:

- **Automatic:** If automatic logon is selected, OPOS.Cash will be launched without the need for further confirmation.
- **Key Logon:** Key-based logon requires a special ID keycard, which must be placed on the antenna of the printer for identification. If the keycard is password protected, this password must be entered and confirmed. OPOS.Cash will launch once the user is successfully logged on.

6 Using the OPOS Classic GUI

The following sections provide descriptions of all operating steps, settings and functions of OPOS.Cash under GUI version OPOS Classic.

6.1 Selecting products for the shopping basket

Note that available products may vary, depending on the specified catalog and pools. All products, product packages and articles available in the catalog can be selected and added to the shopping basket.

Fig. 31: Catalog, pool, product types

The screenshot displays the OPOS Classic GUI interface for selecting products. It features three main sections: 'Catalog', 'Pool', and 'Product Types'. The 'Catalog' section has a dropdown menu showing 'Grp D - OP4D'. The 'Pool' section has a dropdown menu showing 'Ticketpool Comp New'. The 'Product Types' section has a tab labeled 'Tickets' and a list of product types: 'AX NEW SEASON TICKET', 'AX JAHRESKARTE', 'AX 2 hours Skipass', 'AX 1Day Skipass', 'AX 2Days Skipass', 'AX Time Graduation', 'AX Punkt/SEA/025', 'AX NCD TICKET', and 'AX 10T/SAI TICKET'.

Selection of:
Catalog

Pool

Product Types (Tickets, Packages, Articles)

6.1.1 Catalog

Clicking the Catalog list will reveal the list of all available catalogs. When a catalog is selected, the product offering of the selected resort will be loaded. The Catalog list is only enabled if more than one catalog can be selected. If only one catalog is available, it will be loaded automatically, and the selection cannot be changed.

The pools, tickets, product packages and articles of the selected catalog will be loaded and displayed.

6.1.2 Selecting a pool

The selected pool determines the validity and range of tickets, product packages and articles available. Clicking the Pool list will reveal the list of available pools. A pool can be selected from the list by clicking on its name.

6.1.3 Product Types

Depending on the selected pool's product range, the following tabs are available:

- Tickets
- Packages
- Articles

If the selected pool does not offer packages or articles, these tabs will not be shown.

6.1.4 Selecting tickets

The available ticket types are listed on the Tickets tab. A ticket may be linked to an Additional Article; this article will be displayed automatically when the ticket is selected and can be activated or deactivated as needed.

- Click on the required ticket to select it.
- This will bring up the corresponding consumer categories in the panel on the right.
- Select a consumer category.
- Enter the required quantity of tickets.
- Add-on articles (Additional Articles):
 - if checkbox is activated: add-on article will be placed in shopping basket
 - if checkbox is deactivated: add-on article will not be placed in shopping basket

The price for each article line will change automatically, depending on the quantity and checkbox status for add-on articles.

Fig. 32: Quantity, data carriers and validity

Datacarrier		Keycard																																																																																										
Ticket valid from	<div> <div>November 2012</div> <div>Dezember 2012</div> </div> <table border="1"> <tr> <td>Mo</td><td>Di</td><td>Mi</td><td>Do</td><td>Fr</td><td>Sa</td><td>So</td> <td>Mo</td><td>Di</td><td>Mi</td><td>Do</td><td>Fr</td><td>Sa</td><td>So</td> </tr> <tr> <td>45</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td> <td>49</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>1</td><td>2</td> </tr> <tr> <td>46</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>50</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>47</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>51</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>48</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>52</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>49</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> <td>53</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </table> <div> <input type="checkbox"/> Today: 23.11.2012 </div>		Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	45	29	30	31	1	2	3	49	3	4	5	6	7	1	2	46	5	6	7	8	9	10	50	10	11	12	13	14	15	16	47	12	13	14	15	16	17	51	17	18	19	20	21	22	23	48	19	20	21	22	23	24	52	24	25	26	27	28	29	30	49	26	27	28	29	30		53	31	1	2	3	4	5	6	<div>Friday, November 23, 2012</div> <div>Valid From:</div> <div>10:55</div> <div>Graduation Time:</div> <div></div> <div><input type="checkbox"/> Depot</div>
	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So																																																																														
45	29	30	31	1	2	3	49	3	4	5	6	7	1	2																																																																														
46	5	6	7	8	9	10	50	10	11	12	13	14	15	16																																																																														
47	12	13	14	15	16	17	51	17	18	19	20	21	22	23																																																																														
48	19	20	21	22	23	24	52	24	25	26	27	28	29	30																																																																														
49	26	27	28	29	30		53	31	1	2	3	4	5	6																																																																														
AX 2Days Skipass																																																																																												

Quantity	Consumer Category	Additional Product	Price
- 2 +	AX Adult		€ 152,80
- 0 +	AX Child		€ 0,00

Selecting data carriers and validities:

- Select the data carrier from the list.
- Ticket valid from: The ticket can be pre-dated by selecting a date; certain ticket types also allow for specifying a time:
 - Valid from: Allows for specifying a start date of the validity (e.g. for hour-based cards)
 - Graduation Time: Allows for selecting a start time for Time Scale Tickets
- Depot: Certain pre-defined tickets can be issued 'on depot' (i.e., for activation upon first use) by activating the **Depot** checkbox.



Hint: Issuing a ticket on depot means that the start date/time of its validity is hard-coded onto the ticket upon its first use at a reader. The checkbox will be shown only if the ticket may be sold on depot.

6.1.5 Adding tickets to the shopping basket:

- Check your input for correctness.
- Click the **Add to Shopping Basket** button.

6.1.6 Selecting product packages

The Packages tab lists all available product packages. A package is a combination of several products (permissions and/or articles).

Adding product packages to the shopping basket

- Click on the required package to select it.
- Enter the desired quantity.
- Click the Add to Shopping Basket button.

6.1.7 Selecting articles

The Articles tab lists all available articles. To add articles to the shopping basket:

- Click the desired article to select it
- Enter the desired quantity
- Click the Add to Shopping Basket button

6.2 Contents of the shopping basket



The shopping basket can be opened by clicking the button; it will open automatically when a product is added. Further products can be added at any time (see Chapter 8.1 Selecting products for the shopping basket).

6.2.1 Editing the shopping basket

Here all products added to the shopping basket can be listed and edited prior to production.

Fig. 33: Contents of the shopping basket

Shopping Basket						
	Quantity	Product	Additional Product	DataCarrier	Unit Price	Price
	- 2 +	AX 2Days Skipass - AX Adult		Keycard	€ 76,40	€ 152,80
					Total	€ 152,80

Buy
Reset
Receipt

The Shopping Basket view shows the following details (table columns):

- **Delete:** Clicking this button will remove the selected line from the table.
- **Quantity:** the selected quantity can be overwritten or changed by using the +/- buttons.
- **Product:** indicates the selected product
- **Additional Product** (if available): the sale of add-on products can be controlled by activating/deactivating the checkbox.
- **Data carriers:** The required data carrier can be selected from the list (all available data carrier types are listed for selection).
- **Unit price:** Indicates the unit price.


- **Total price:** Shows the total price of the line, including add-on articles
- **Total:** Shows the overall total amount of the entire shopping basket content

6.2.2 Shopping basket - selling process

Once the added products have been checked for correctness, they are available for purchasing by end consumers. The following buttons are provided:

- **Purchase:** Starts production/sale of the article(s).
- **Reset:** Clears the contents of the shopping basket.
- **Receipt:** Prints a receipt for the current sales transaction

Fig. 34: Shopping Basket selling

Shopping Basket						
	Quantity	Product	Additional Product	DataCarrier	Unit Price	Price
	2 (0/2)	AX 2Days Skipass - AX Adult		Keycard	€ 76,40	€ 152,80
					Total	€ 152,80

The individual item lines of the shopping basket will be processed (i.e., produced and registered) successively; the first column shows the current production status. The list of items already produced contains the following details (table columns):

- **Status icon:**



Product sold and registered successfully



Production cancelled

- **Quantity:** Overall quantity (quantity produced/total quantity)
- **Product**
- **Additional product**
- **Data carriers**
- **Unit price:** Price per product
- **Price:** Item line price
- **Total:** Sum total (all products)

When all items are produced, a receipt can be printed on the specified printer by clicking the **Receipt** button. Clicking **Reset** will empty the shopping basket, removing all items in it at the time.

6.2.2.1 Permissions with address registration

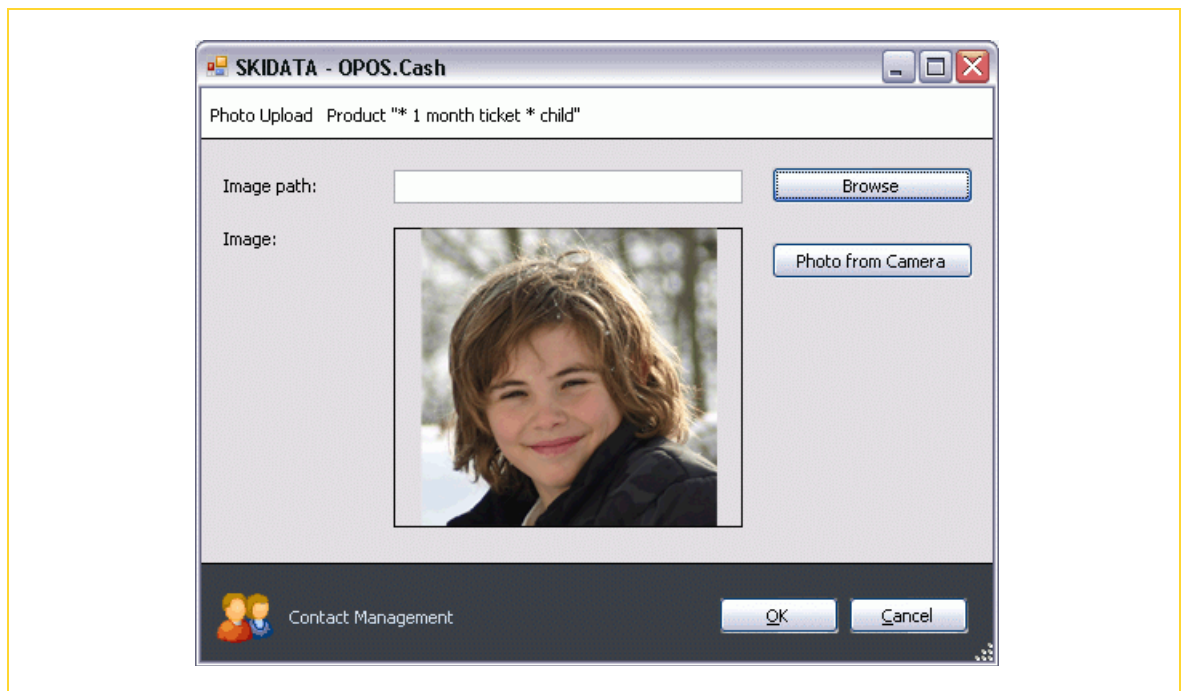
When a permission with address registration is selected for production, the Contacts Management program will be launched automatically. The name of the customer must be selected from the contact list or entered via address registration (see Chapter 8.3.3 Contacts).

Depending on which permission is selected, certain input fields may be defined as mandatory. In other words, the details that must be filled in on the address registration dialog depend on the selected permission.

6.2.2.2 Permissions with ID photo

Permissions with ID photo require capturing or uploading a photo image.

Fig. 35: Permission with ID photo



The photo can be either searched for and loaded via the **Search** button or generated via the **Capture Photo**

6.2.2.3 Age Check

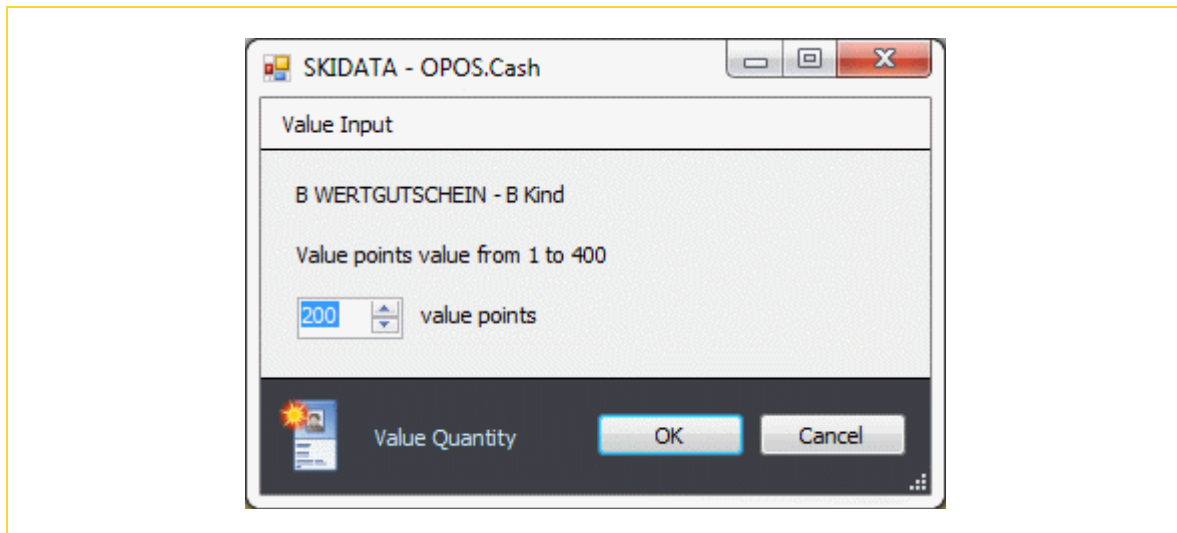
When issuing a permission that requires an address registration, you can check whether the customer details match the selected person group. For example, if a child ticket is issued, you can check to verify that the specified birth date actually fulfills the requirements for that person group. If the selected person group does not match the specified birth date, a message will be displayed.

You have the option of issuing the permission anyway, or terminating the procedure to select another person group.

6.2.2.4 Variable permissions

A variable ticket is a ticket with a freely definable value (e.g. point value). When a ticket of this type is generated, a dialog window for entering the value will open. The maximum value corresponds to a pre-defined limit.

Fig. 36: Variable point ticket



The value can be entered into the corresponding field and confirmed with **OK**.

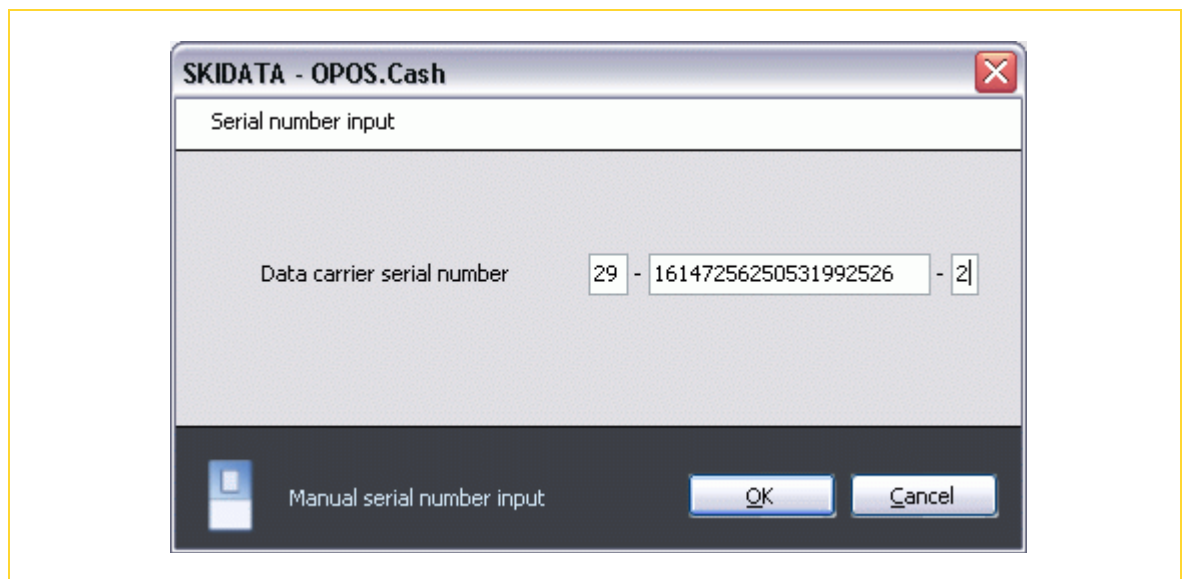
6.2.3 Ticket sale via manual input of serial number



Hint: This sales mode requires the Manual Input of Serial No. option (Configuration – Printer) to be activated.

Permissions can also be sold and activated via OPOS.Cash by specifying their serial number. You will be prompted to enter the data carrier's serial number before the products are encoded on them:

Fig. 37: Input of serial number



The (unique) serial number is engraved on the data carrier. Entering the serial number will cause the data carrier to be activated and encoded upon its first use at a reader.



Hint: To cancel a permission by manual input of a serial number, select the Read/Cancel ticket function and re-enter the serial number of the data carrier.

6.3 Functions

Various functions are available via the menu bar and by clicking the buttons in the tool bar:

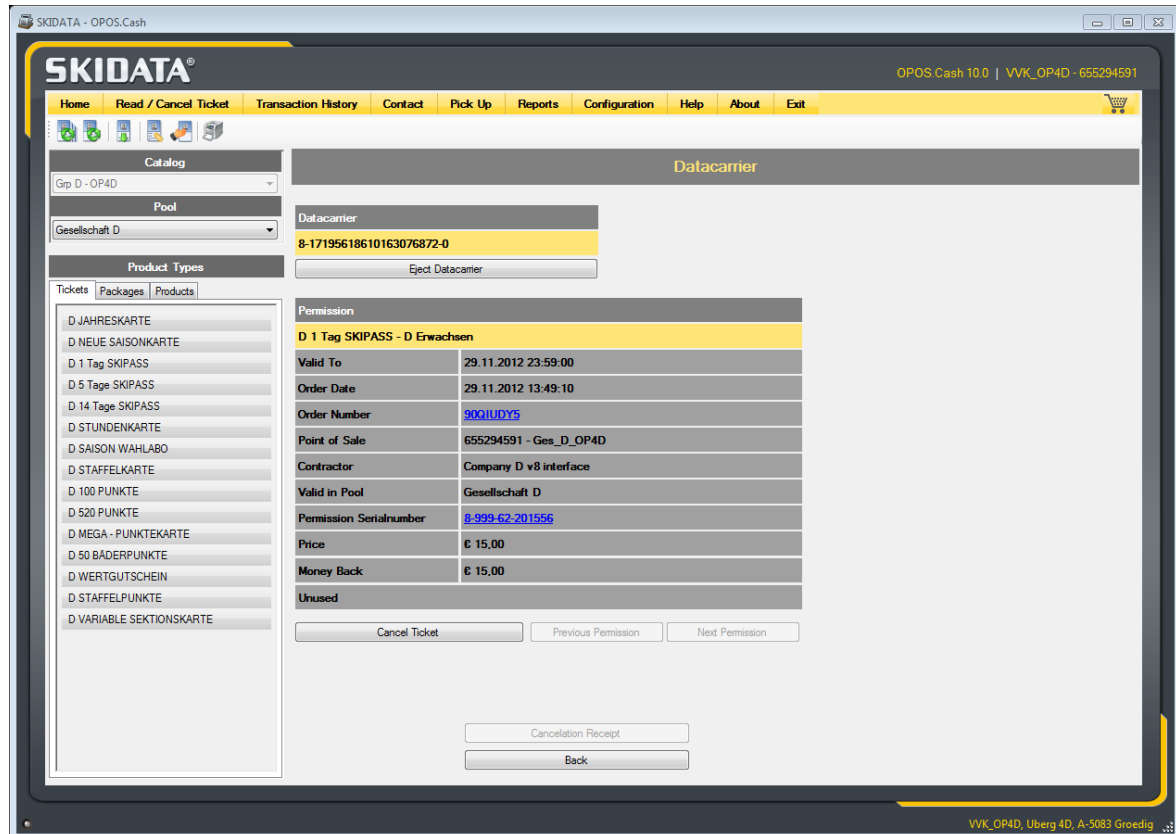
6.3.1 Home

Reset to home.

6.3.2 Read / Cancel Ticket

Select **Cancel** and supply the ticket to the printer. This will cause the ticket details will be read and shown on-screen. The ticket can now be cancelled.

Fig. 38: Reading ticket details



The following information will be shown:

- **Data carrier:** serial number of the data carrier
- **Eject data carrier:** Ejects the inserted data carrier
- **Permission:** Shows permission details of the inserted data carrier
 - **Valid until:** specifies the time when the validity of the ticket expires.
 - **Order Date:** the date and time when the ticket was issued.
 - **Order No.:** the internal number of the ticket issuing job. Clicking the number will bring up the corresponding list of transactions for the data carrier.
 - **Point of Sale:** the number and name of the sales terminal where the ticket was issued.
 - **Contractor:** the name of the contractor.
 - **Valid in Pool:** specifies where the ticket is valid.
 - **Permission Serial No.:** the serial number of the permission. Clicking the permission serial number will open the permission history.
 - **Price:** the price of the ticket.
 - **Money Back:** the cash refund to be paid when a ticket is canceled.
 - **Usage Status:** specifies whether or not the ticket has been used **Used** / **Unused**.

- **Cancel ticket:** Cancels the permission; a cancellation mark is printed on the ticket. Note that this function is only available for new tickets that have not been used yet.
- **Previous/Next Permission:** When reading data carriers that contain multiple permissions on various levels, this button allows for switching between the levels.
- **Back:** Aborts the transaction cancellation without cancelling the permission

6.3.2.1 Canceling a package

To cancel a ticket that is part of a package, you will need to cancel the entire package.

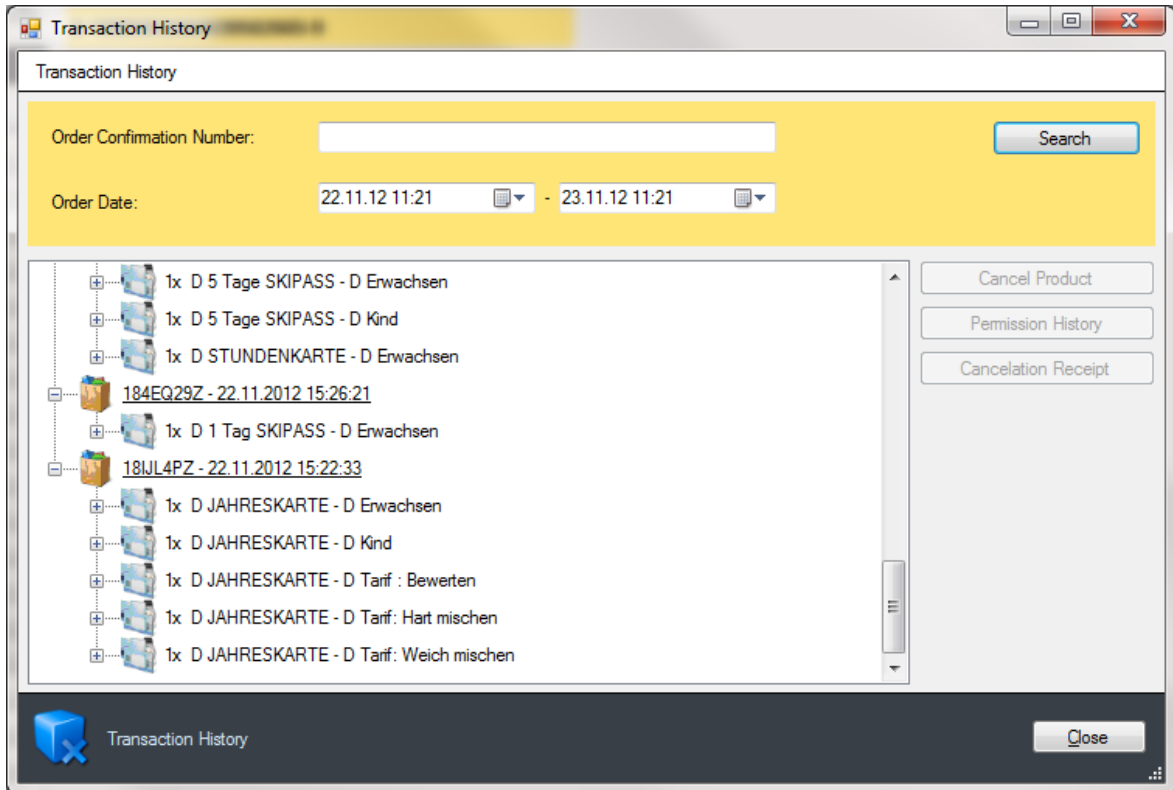


Hint: When canceling a ticket of a package, all tickets of the package will be canceled and blocked, which means they can no longer be used. Tickets that are part of a package cannot be canceled individually.

6.3.3 Transaction history

Clicking **Transaction History** on the menu bar (or specifying the order confirmation number) will open a dialog, allowing you to search for and view all registered transactions of the respective OPOS point of pre-sale. You can also use the transaction history for performing cancelations, viewing the permission history or printing a cancelation slip.



Fig. 39: Transaction history









Searching for a transaction

- **Order Confirmation No.:** here you can enter an order number to search for a specific transaction.
- **Order Date:** here you can specify a time period (date range) to list only the transactions that were completed during the specified period.

Search Result window

The matching transactions will be listed in this window in the form of a tree structure. The tree structure indicates the content of the transaction at the various levels. You can view the individual level details by clicking  and hide them by clicking . The following details are shown:

-  **Order:** the number, date and time of the order
- Products that were sold in the transaction, i.e. one or more of the following:
 -  **Ticket:** quantity and name specification of the sold ticket(s).
 -  **Package:** the quantity and name of the package. In case of package sales, there will be an additional level detailing the quantity and name of the items included in the package.
 -  **Merchandise:** The quantity and name of merchandise items sold in the transaction.
-  **Permission:** the data carrier serial number and permission serial number of the ticket.
-  **Canceled:** tickets, merchandise and packages marked with this symbol were canceled; the information is sorted by serial number.

By clicking the various levels you can perform various functions. The following functions are available:

- **Cancel Production** (canceling merchandise items): you can cancel the sale of a merchandise item by clicking the entry in the transaction list and clicking the **Cancel Product** button.
- **Permission History:** clicking a ticket entry on the transaction history and then clicking the **Permission History** button will bring up a window with usage details about the selected ticket.
- **Cancellation Receipt:** Clicking this button will print a cancellation slip (called a cancellation receipt).



Hint: The sale of merchandise items can only be canceled via the transaction history.

6.3.4 Contacts

Clicking the Contacts menu item or selecting a ticket with address registration will start the Contact Administration dialog.



Hint: Loading the contact records from the server may take some time. When loading more than 500 records, it is necessary to apply a data filter; when loading between 100 and 500 records, using a data filter is recommended. In these cases, an on-screen message to that effect will be displayed.

Refining the search by means of a filter will reduce the number of records that need to be loaded, which will speed up the search.

Fig. 40: Contacts

B2C Contacts

Contact Search Filter:

Last Name: First Name:

Zip Code: City:

Note: Use also the placeholders "%" for a single character or "*" for a number of characters

Last Name	First Name	City	ZipCode
Musterfrau	Maximiliane	Salzburg	5020
Musterkind	Mäxchen		
Mustermann	Maxi	Salzburg	5020

Contact Management

Set Filter: The input boxes in the yellow section are for entering search criteria. These include last name, first name, ZIP code, and city. This will restrict the list of records to the ones that match the search string(s) entered (you may input search text in more than one input box for a more refined search). Note that you may also enter wildcards: % can be used for one unknown character, and * for any number of unknown characters. For example, to get all records whose name entry starts with M, simply enter M*.

Search: Clicking the Search button will start the search of the database for records matching the search criteria. If the number of matching records is greater than 500, you will need to refine the search (filter) criteria.

Reset Filter: Clicking this button will clear all search input boxes, allowing you to enter new search text. When you are finished, click Search again to find all matching records.

Select an Address: An existing address can be selected by clicking the corresponding address line. Searching for a specific existing address can be simplified by setting a search filter. When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button.

6.3.4.1 Creating a new address

By clicking the **New** button, the form for Contacts Management will open.

When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button.

Yellow framed fields are mandatory fields and must be filled in; the rest of the fields may be filled in.



Hint: Input in the first name and last name fields (input boxes) is always mandatory!

Once you have entered the ZIP code, the city will be filled in automatically.

Every address can/must be assigned a photo image file (depending on whether the Photo field is a mandatory field or not). The following functions are available:

- **Photo from file:** Uses an existing photo. The photo is opened by entering the path of the file.
- **Photo from camera:** Allows using an external camera to capture the photo. This button is only enabled, if an external camera is connected to the device.
- **Remove photo:** Deletes the existing photo.

The address input can only be confirmed after all mandatory fields have been filled in.

Fig. 41: Enter address

SKIDATA - OPOS.Cash

Craig Daniel

Abbreviation:

Salutation:

Title:

Last Name:

First Name:

Birth Date:

Phone:

Email:

Gender:

Address 1st Line:

Address 2nd Line:

Address 3rd Line:

Address 4th Line:

Zip Code: City:

Region:

Country Code:

Photo from File ...

Photo from Camera ...

Remove Photo

☐ Show all fields by default << Less

Contact Management OK Cancel

6.3.4.2 Edit

Clicking **Edit** will open the customer record for editing.

6.3.4.3 Delete

Click **Delete** to remove the selected customer from the database.

6.3.4.4 Refresh

Clicking the Refresh button will re-load all contact address details.

6.3.5 Pick Up

The **Pick Up** option allows for retrieving ticket reservation details and producing the pre-ordered tickets. Reserved tickets can only be searched for and issued based on the order confirmation number; producing tickets without this number is not possible.

The order confirmation number is stated on the customer's reservation confirmation notice.

Fig. 42: Input of the order confirmation number

Date	Confirmation Number	Customer Name	Price
19.12.2010 13:32:00	179QW2JY	Mustermann	€ 326,00

Procedure for producing reserved (pre-ordered) tickets:

- Enter the order confirmation number in the input box.
- Click **Search**
- Check the reservation details.
- Click **OK** to place the reservation in the shopping basket.

Fig. 43 Shopping basket with reserved tickets

Shopping Basket (Reservation '179QW2JY' - 19.12.2010 13:32:00)						
	Quantity	Product	Additional Product	DataCarrier	Unit Price	Price
	1	A NEUE SAJSEONKARTE - A Erwachsen Valid from: 01.10.2010 00:00		Keycard	€ 312,00	€ 312,00
	1	A 1 Tag SKIPASS - A Erwachsen Depot Ticket	<input type="checkbox"/> A Plan	Keycard	€ 12,00	€ 14,00
					Total	€ 326,00

- Click the **Produce** button to print the tickets
or
- Click the **Reset** button to cancel the ticket production and empty the shopping basket.

6.3.6 Reports

Selecting **Reports** will open the reporting dialog:

Fig. 44: Report

Report Retrieval

Contractor: ☒ Gesellschaft B From: Mittwoch , 01. Februar 2012 To: Dienstag , 28. Februar 2012 Report: Sales Detail

Sales Detail

POS Info: 655163508 SCKA
OP5B_QSZ
Time Frame: 01.02.2012 - 28.02.2012
Contractor: Gesellschaft B

Contractor Gesellschaft B
Gesellschaft B Booked

Tickets	Consumer Category	Quantity		Sum
B 1 Tag SKIPASS	B Erwachsen	4	EUR	60,61
B 3Tage + Vormittag	B Erwachsen	7	EUR	355,25
B STAFFELKARTE	B Erwachsen	1	EUR	12,00
		12	EUR	427,86

Products	Consumer Category	Quantity		Sum
B KeyCard		2	EUR	4,40
B Plan		4	EUR	2,00

Report Management

Report details can be filtered by **Contractor (operator)**, Date **From - Until** and **Report**.

The report can be issued by clicking the **Retrieve Report** button. The data are displayed on the screen and can be printed.

The following reports are available:

- **Sales Total:** Lists all sales transactions.
- **Sales Detail:** Lists all sales transactions; tickets are listed separately.
- **Sales Detail User:** Lists all sales transactions, broken down by cashier.
- **Transaction List Standard:** Lists all transactions that have been correctly performed by the system.
- **Transaction list dubious:** Lists all transactions that have not been completed correctly by the system.
- **Transaktion List production:** This lists all tickets produced by means of the Pick Up function.

6.3.7 Configuration

Selecting **Configuration** will open a dialog for editing the main configuration settings. See Chapter 4 Configuration for more details.

6.3.8 Help

Selecting **Help** will open the Help file (PDF format).

6.3.9 About

Clicking the About button will open a window showing the installed versions.

- **Info:** Displays the version of OPOS.Cash.
- **Details:** The detail view provides an overview of the installed software and firmware versions, as well as the serial numbers of OPOS.Cash and the connected issuing device. By clicking the Send button this information can be sent by e-mail.

6.3.10 Exit

Selecting **Exit** will close the program OPOS.Cash.

6.4 Function Tool Bar

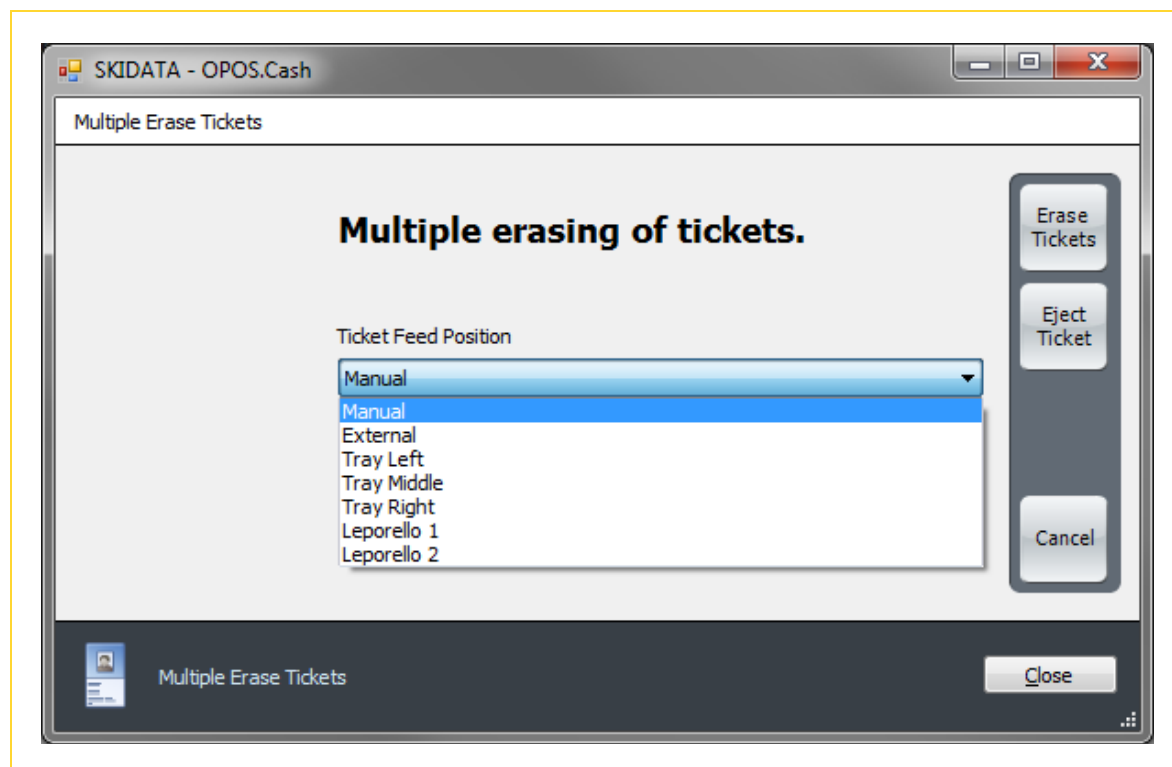
The tool bar contains buttons for various functions.

6.4.1 Batch Delete



Clicking this icon will open a dialog for erasing tickets.

Fig. 45: Mu



This dialog provides the following functions:

- **Ticket intake position:** Drop-down list for defining where tickets should be drawn in for erasing. Clicking a ticket stack will cause all tickets in it to be erased. Activating the Manual option allow you to insert the tickets manually for erasing.
- **Erase tickets:** Starts the erasing process
- **Eject Ticket:** Causes the currently processed ticket to be ejected
- **Cancel:** Terminates the erasing process

The Erase function will remain active until the stack is empty or no more ticket is supplied manually.

6.4.2 Delete



Clicking this button will erase the imprint on a single keycard; this must be supplied manually.

6.4.3 Eject Ticket



Causes the ticket to be ejected. This will cause the printer to eject the previously drawn in ticket.

6.4.4 Pre-Erase



This allows for erasing the label text of multiple tickets. The function will remain active until it is deactivated again. When issued, all keycards will automatically be pre-erased before they are printed.



Hint: While the Pre-Erase function is active, the keycard must be supplied manually two times: once for erasing the keycard's label text, and once for printing and encoding.

6.4.5 Switching to manual feed



Clicking this icon will activate manual ticket feed mode. Note that this function is only available for printers with ticket supply trays. Activating this function will switch from automatic to manual ticket supply; this means that for coding, erasing, etc. all tickets must be inserted manually.

7 Installation

OPOS.Cash can be installed either with a setup wizard (accessible via a link provided by SKIDATA), or a data carrier (CD or USB stick).

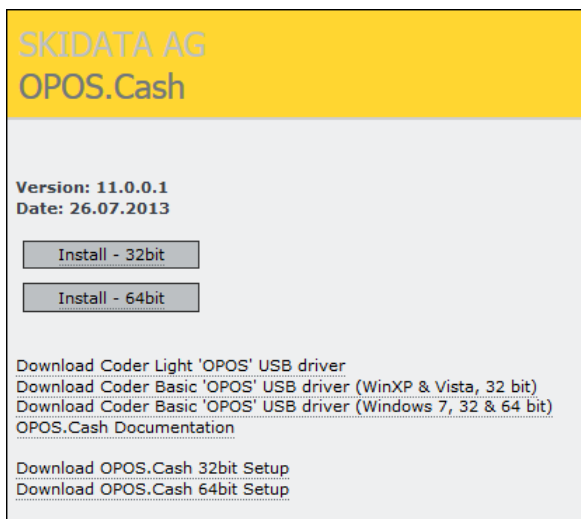


Note: Before installing, verify that your hardware meets the minimum requirements. These requirements are listed in the System Requirements OPOS.Cash manual.



Note: Make sure that the coder is not connected to the PC while installing the OPOS.Cash software.

A Setup Wizard will guide you through the installation process. The Setup Wizard will launch in the language of the operating system:

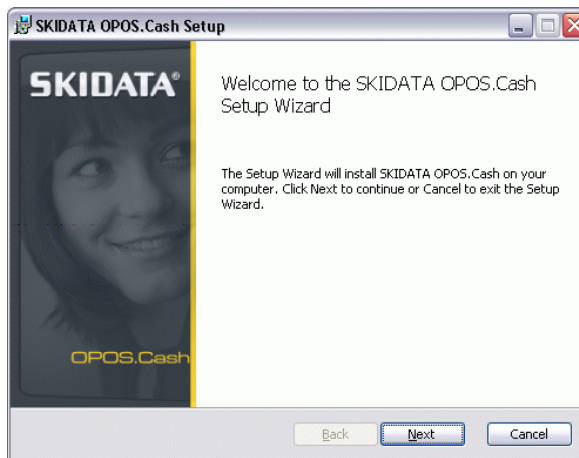


Install via download from www.skidata.com or via data carrier by clicking

Install – 32bit or

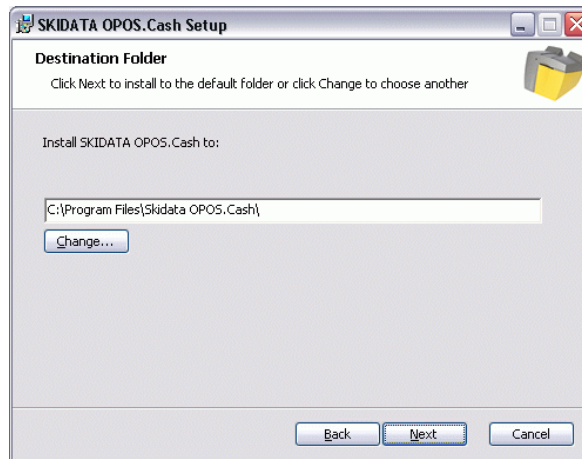
Install – 64bit

in accordance with your local hardware.



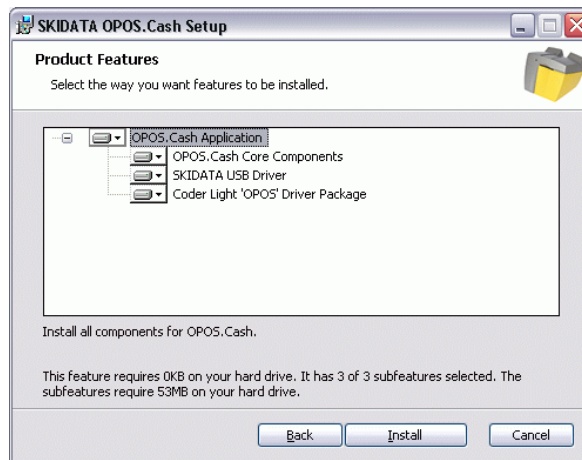
This will bring up the Setup Wizard.

To continue, click **Next**.



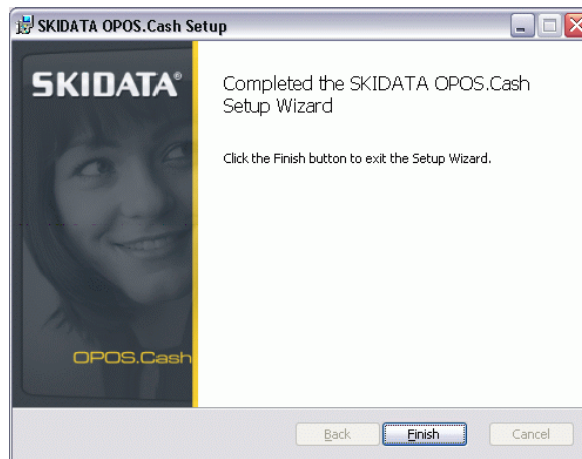
Type a path in the input box or leave the suggested default path.

Click **Next** to continue.

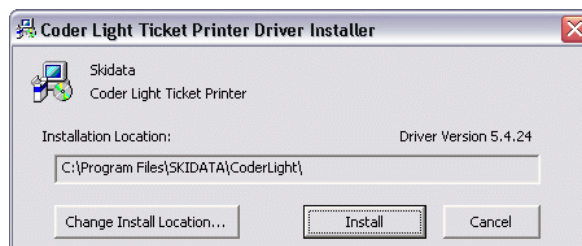


Check all the components that you want to be installed.

Click **Install** to continue.



Wait for the installation to complete, then click **Finish**.



When installing the Coder Light 'OPOS' driver package, you will be prompted to continue with installation of the drivers.

To start driver installation, click **Install**.

8 Initial Configuration

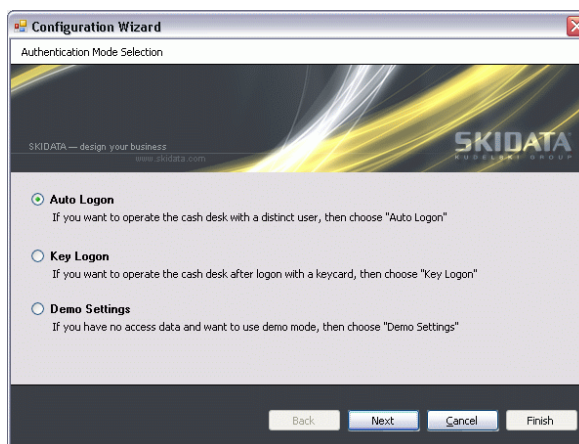
When installing OPOS.Cash for the first time, the Configuration Wizard will launch automatically.



Hint: The Wizard will launch only if no previous OPOS.Cash version was installed before.

8.1 Configuration Wizard

The Configuration Wizard helps you to configure all the user and connection settings required for operating OPOS.Cash.



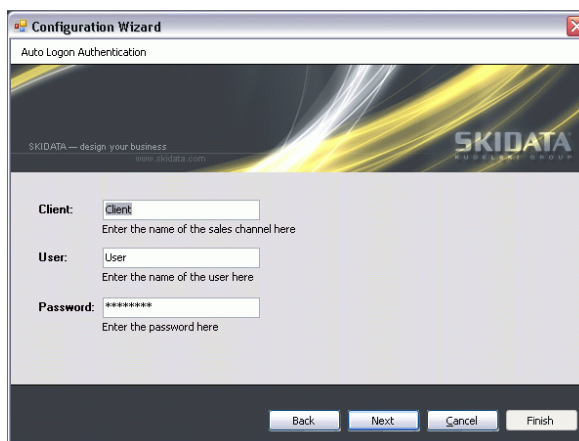
Select your preferred logon option by activating the corresponding checkbox:

Auto Logon: logs the user on automatically with their user credentials when OPOS.Cash starts.

Key Logon: lets the user log on using a Keycard for identification.

Demo Settings: runs OPOS.Cash in demo mode without logging on.

Click **Next** to continue.



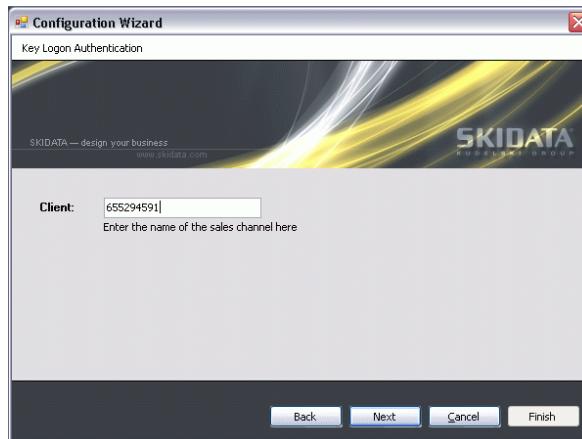
Auto Logon settings:

Client: enter the name of the sales channels.

User: enter the name of the user.

Password: enter the password.

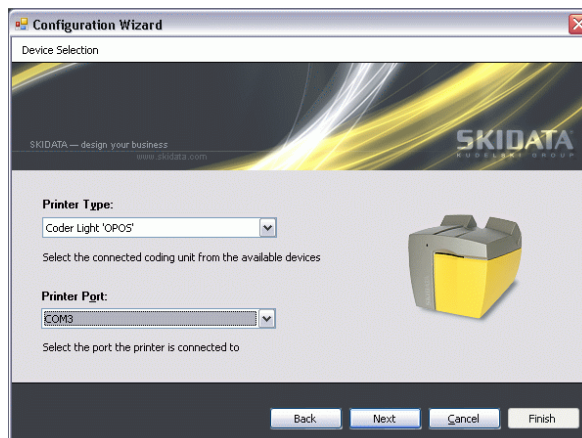
Click **Next** to continue.



Auto Logon settings:

Client: enter the number of the sales channel here.

Click **Next** to continue.

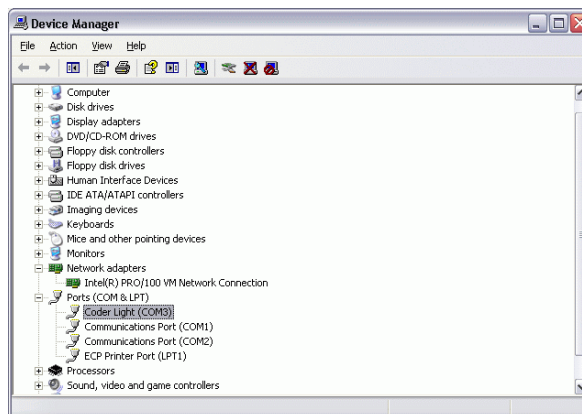


Select a printer from the drop-down list.

Setting the printer port

For Coder Light the printer port must be specified manually; for all other models, the port is selected automatically.

The printer port for Coder Light should be selected as follows:

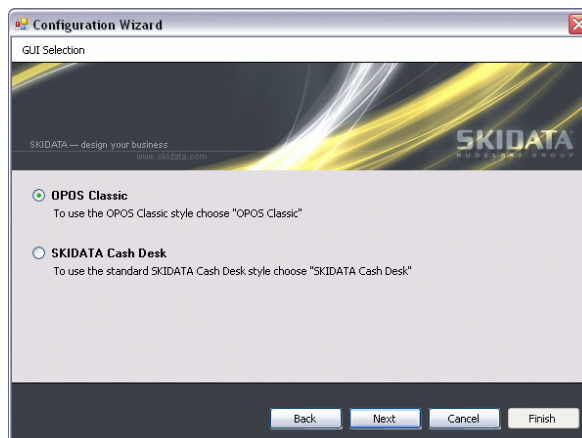


Selecting the printer port for Coder Light

Start Device Manager:

Start – Control Panel – System – Hardware – Device Manager

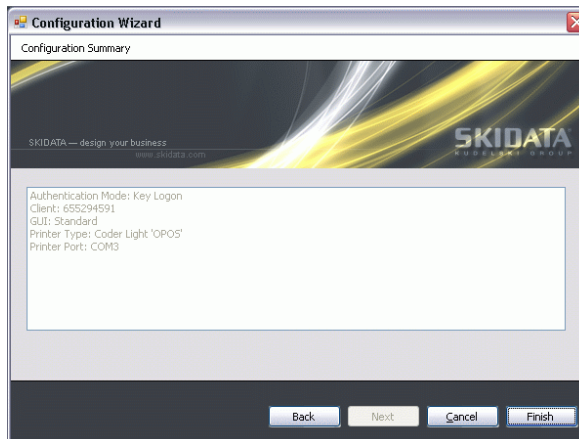
The port used for the ticket printer is indicated in the Port section of the Device Manager. Click **Next** to continue.



Select your preferred GUI layout style by activating the corresponding radio button.

You can change the GUI layout style any time later on from within the program.

Click **Next** to continue.



An overview of the configuration of installed components will be shown. To change any of the settings, click **Back**.

Click **Finish** to complete the configuration.

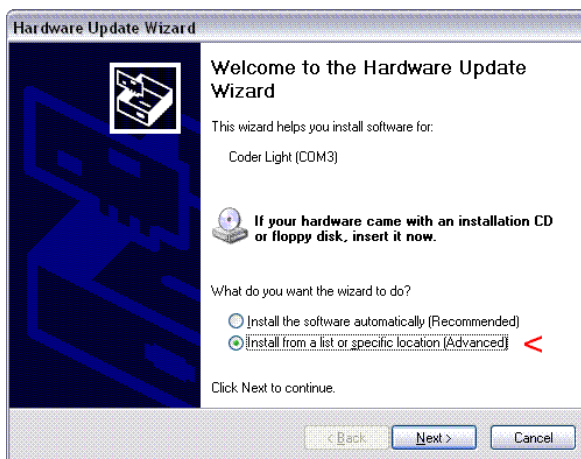
8.2 Installing USB-based coders



Hint: The driver for the coder is automatically installed together with the OPOS.Cash software. This means you will not have to install any further drivers.

When installing USB-based coders, make sure of the following:

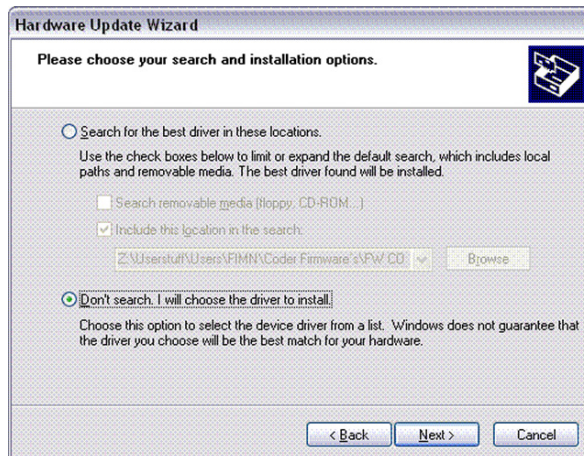
- The coder can be plugged in once the installation of the OPOS.Cash software has completed.
- When connecting the coder, the software will automatically detect it.
- The Hardware Update Wizard will open.



The connected coder will be detected and indicated.

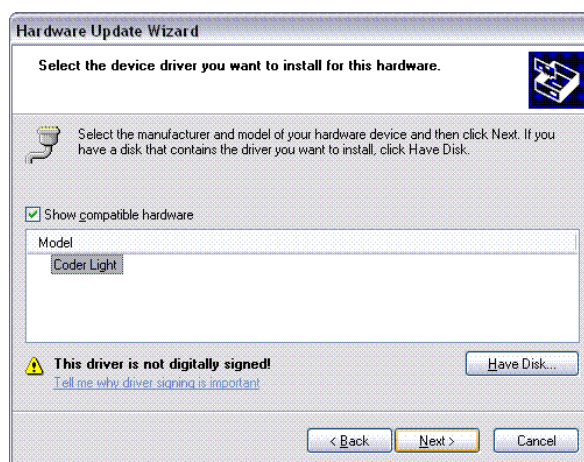
Activate the checkbox **Install from a list of specific location (Advanced)**.

Click **Next** to continue.



Select the **Don't search. I will choose the driver to install** checkbox.

Click **Next** to continue.



Coder Light will be listed in the **Show compatible hardware** window.

Click **Next** to continue.

This completes the installation of the coder.

The PC may need to restart after the installation.



Hint: The COM port through which Coder Light 'OPOS' is addressed (this is required for the OPOS configuration) is indicated in the LPT/COM Ports section of the Device Manager.

8.3 Configuring connections

All configuration settings are programmed via the Configuration Wizard but can be modified later on at any time via Configuration Settings.

To open the Configuration Settings dialog, do the following:

- SKIDATA Cash Desk GUI: Click **System - Configuration**
- OPOS Standar GUI: Click **Configuration**

8.3.1 Configuration - Connections

The **Connections** tab lists the configuration settings of the connection.

Fig. 46: Configuration - Connections

The screenshot shows a window titled "SKIDATA - OPOS.Cash" with a "Configuration" tab selected. Inside the tab, there are several sub-tabs: "Connections", "Coding Device", "Fiscal Device", "View", "Receipt", "Contact Assignment", and "Advanced". The "Connections" sub-tab is active. It contains the following fields and options:

- Client:** Text field with value "123456789"
- User:** Text field with value "SCKA"
- Password:** Text field with value "*****"
- Host:** Text field with value "11.11.11.111:8080"
- KeyLogon:** Checkable option (checkbox is unchecked)
- Multiple KeyLogon:** Checkable option (checkbox is unchecked)
- SSL/TLS:** Checkable option (checkbox is unchecked)

At the bottom of the dialog, there is a dark bar containing a gear icon, the text "Configuration", and "OK" and "Cancel" buttons.

- **Client:** ID No. of the sales channel
- **User:** registered user name
- **KeyLogon:** logon is via Key Logon, i.e. by keycard as a means of identification
- **Multiple KeyLogon:** Multiple logging-on is only available if the KeyLogon option is activated (see 4.3.1 Configuration - Connections)
- **Password:** User password
- **Host:** Host Address

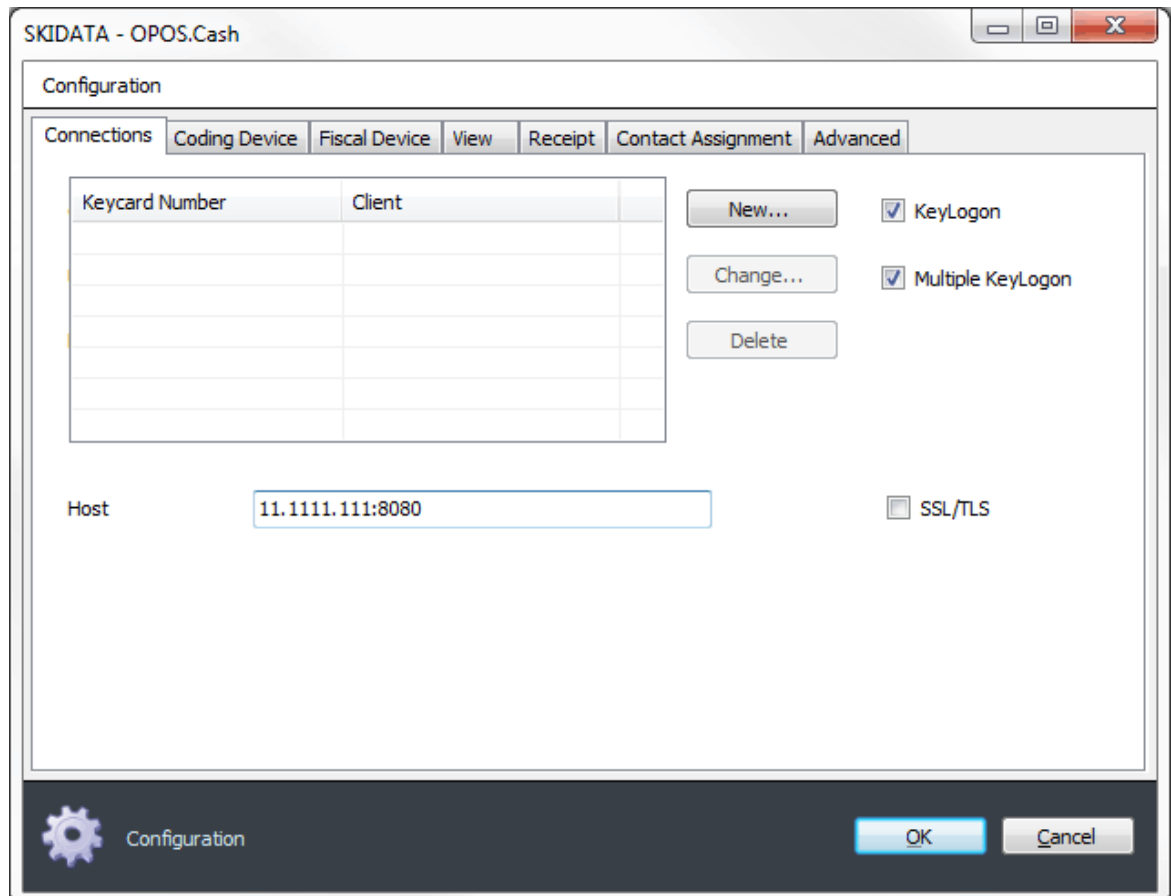
- **SSL/TLS** (Secure Socket Layer/Transport Layer Security: secure connection between operator and DTA)

8.3.1.1 Multiple KeyLogon

Multiple KeyLogon assigns a keycard to each individual client. When the user logs on with a keycard, the product catalog of the respective client will be shown.

When this checkbox is activated, another input dialog for defining the client details will be shown.

Fig. 47: Configuration – Connections

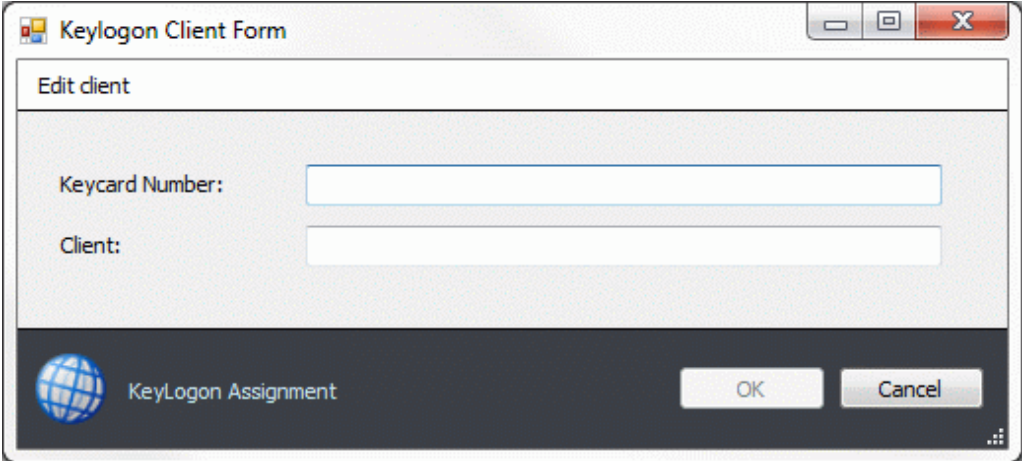


Clicking the **New** button will bring up a dialog for specifying a keycard number and client:

The following functions are available:

- **New:** Creates a new client account and keycard number for logging on.
- **Change:** Allows for modifying the client account and/or keycard number.
- **Delete:** Deletes the client account and keycard number.

Fig. 48: Configuration – Edit client



The screenshot shows a Windows-style dialog box titled "Keylogon Client Form". Inside the dialog, there is a section titled "Edit client". Below this title, there are two input fields: "Keycard Number:" and "Client:". The "Keycard Number:" field is a single-line text box, and the "Client:" field is a single-line text box. At the bottom of the dialog, there is a dark blue footer bar. On the left side of the footer bar is a globe icon and the text "KeyLogon Assignment". On the right side of the footer bar are two buttons: "OK" and "Cancel".

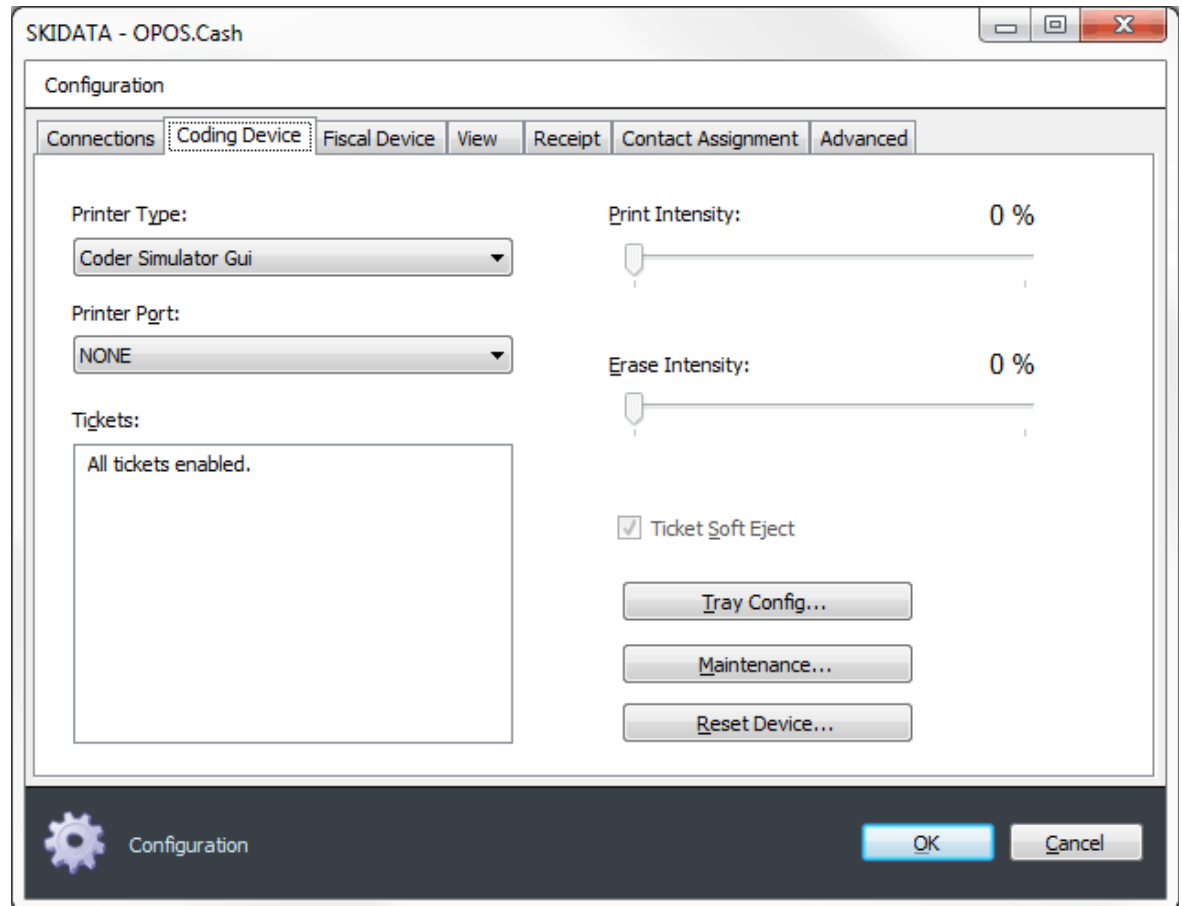
- **Keycard Number:** Enter serial number of the data carrier that will be used for logging on.
- **Client:** Enter the name of the client to whom the sales should be assigned that are made with the specified keycard.

Logging on with the keycard will automatically open the detail view of the specified client. The tickets, packages and articles assigned to the client will be displayed and may be sold. Switching to another client is possible at any time by logging on with the client's keycard.

8.3.2 Configuration – Coding Device

All relevant configuration Coding Device and tickets can be accessed via the **Printer** tab.

Fig. 49: Configuration – Coding Device



- **Printer Type**

Here you can select the ticket printer from the drop-down list. The option Manual Serial No. Input allows for pre-selling tickets via manual input of their serial number.

- **Printer Port**

This specifies the port through which the printer is to be addressed. To check the port used by Coder Light 'OPOS', go to Control Panel - System - Hardware - Device Manager.

- **Tickets**

This lists all ticket supported for the current Client setting. Tickets can be activated and deactivated by clicking the respective checkbox.

- **Print Intensity/Erase Intensity**

These values can be adjusted to ensure optimum print and erasure quality of ticket label text. The intensity is set by means of the sliding controllers. **The default value for both printing and erasing is 100%.**

- **Ticket Soft Eject**

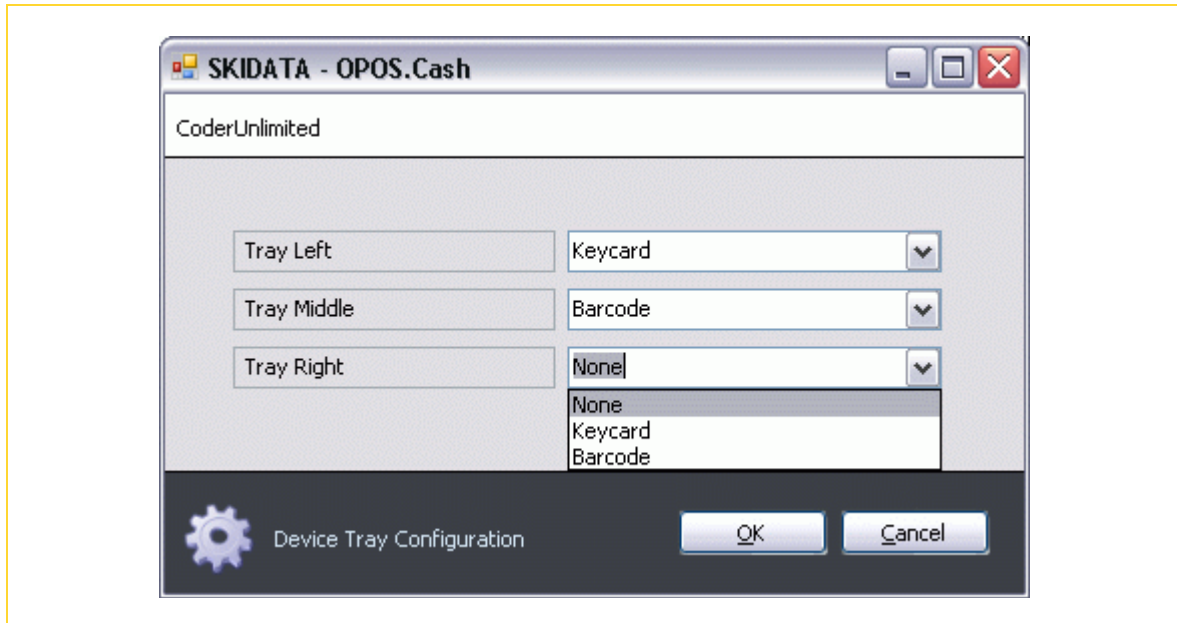
This function is only available with Coder Basic and Coder Unlimited. If this checkbox is activated, the ticket will not be ejected fully, but will remain in the output slot when issued so that it can be taken manually. If this option is not activated, the ticket will be ejected by default.

- **Reset Device:** Causes the device's settings to be reset to their default values.

8.3.2.1 Tray configuration (Coder Unlimited and CO x70 TX only)

This button opens a dialogue for configuring tray-to-ticket allocations.

Fig. 50: Printer Configuration - Tray Configuration

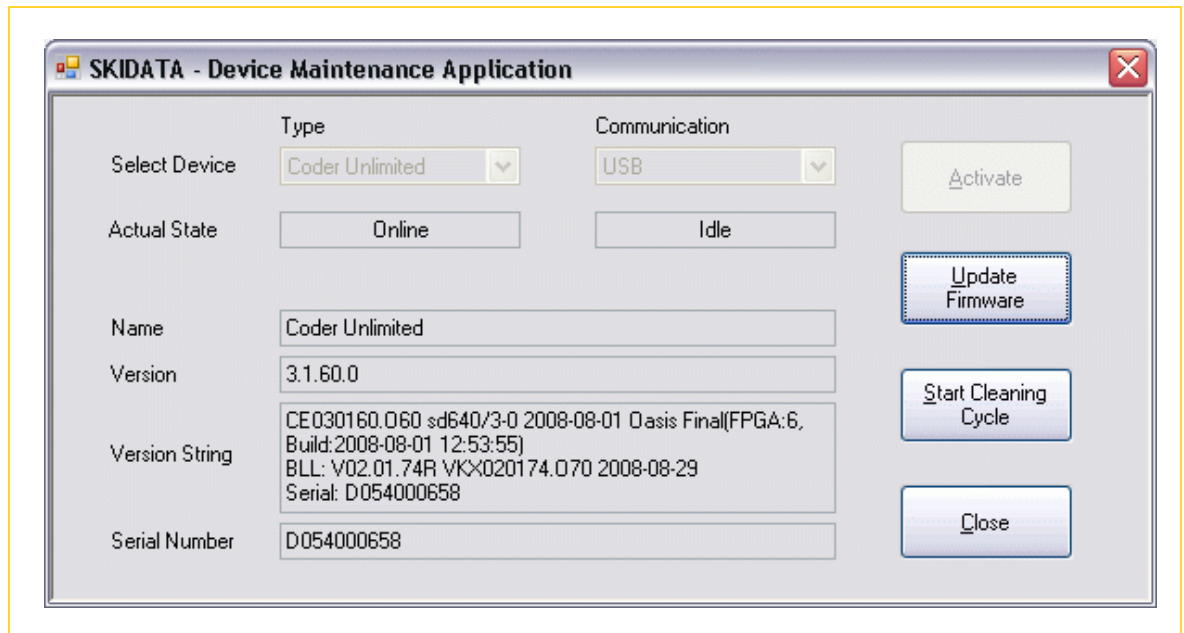


This is where the blank tickets for the single trays can be selected. Options: **keycard** / **Barcode** / **None** The trays must be filled with the blank tickets as specified by the tray-to-ticket allocation settings.

8.3.2.2 Maintenance

Clicking this button will bring up a window indicating the device, status, port, name, version, version text and serial number of the connected ticket printer.

Fig. 51: Configuration – Printer - Maintenance



- **Activate**

This button can only be used when the printer is off-line. In that case, clicking **Activate** will set the printer to on-line mode.

- The **Update Firmware** button allows for running a manual update of the firmware.

- **Start Cleaning Cycle**

Clicking this button will bring up a dialogue prompting you to insert a cleaning ticket. The cleaning procedure will start once the ticket has been inserted.

- **Close**

This closes the maintenance dialogue.

8.3.3 Configuration of Fiscal Devices

The **Fiscal Device** tab contains the configuration options of the fiscal printer.

Fig. 52: Configuration - Fiscal Device

The screenshot shows the 'SKIDATA - OPOS.Cash' configuration window with the 'Fiscal Device' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a 'Configuration' section with several tabs: 'Connections', 'Coding Device', 'Fiscal Device' (active), 'View', 'Receipt', 'Contact Assignment', and 'Advanced'. The 'Fiscal Device' tab contains the following fields and controls:

- Communication Channel:** A text box containing 'COM1', highlighted with a yellow border.
- Currency Code:** A text box containing 'EUR', highlighted with a yellow border.
- Tax Registration Number:** An empty text box.
- Device ID:** An empty text box.
- Service Dialog:** A button located to the right of the 'Communication Channel' and 'Currency Code' fields.
- Contractor:** A group box containing:
 - Name:** An empty text box.
 - Address 1st Line:** An empty text box.
 - Address 2nd Line:** An empty text box.
 - Zip Code:** An empty text box.
 - City:** An empty text box.
 - Country Code:** A dropdown menu.

At the bottom of the window is a dark bar with a gear icon and the word 'Configuration' on the left, and 'OK' and 'Cancel' buttons on the right.

- **Communication channel:** specifies the interface port for the fiscal printer.
- **Currency Code:** specifies the currency.

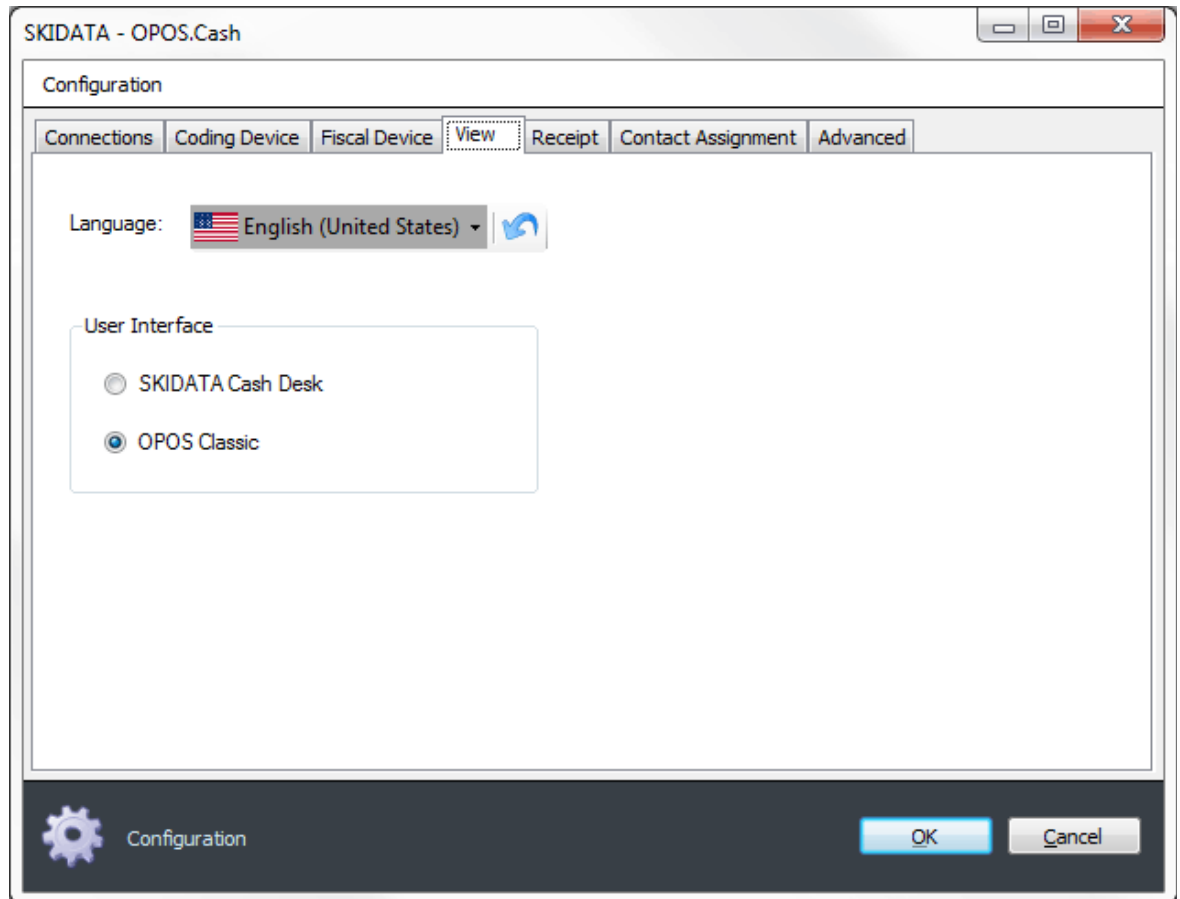
All other settings are optional and can be set as required.

Service Dialog: Clicking this button will bring up a dialog for special settings of the fiscal printer.

8.3.4 Configuration - View

On the **View** tab you can set the language and viewing features of OPOS.Cash.

Fig. 53: Configuration - View



Language: lets you select the language for the user interface.

Reset: changes the language selection back to the default setting (i.e., the operating system language).

User Interface: lets you specify the user interface to be used. The user interface can be set during the installation but can be modified any time later on.

- **SKIDATA Cash Desk:** activates the Cash Desk view.
- **OPOS Classic:** activates the classic view with electronic shopping basket functionality.

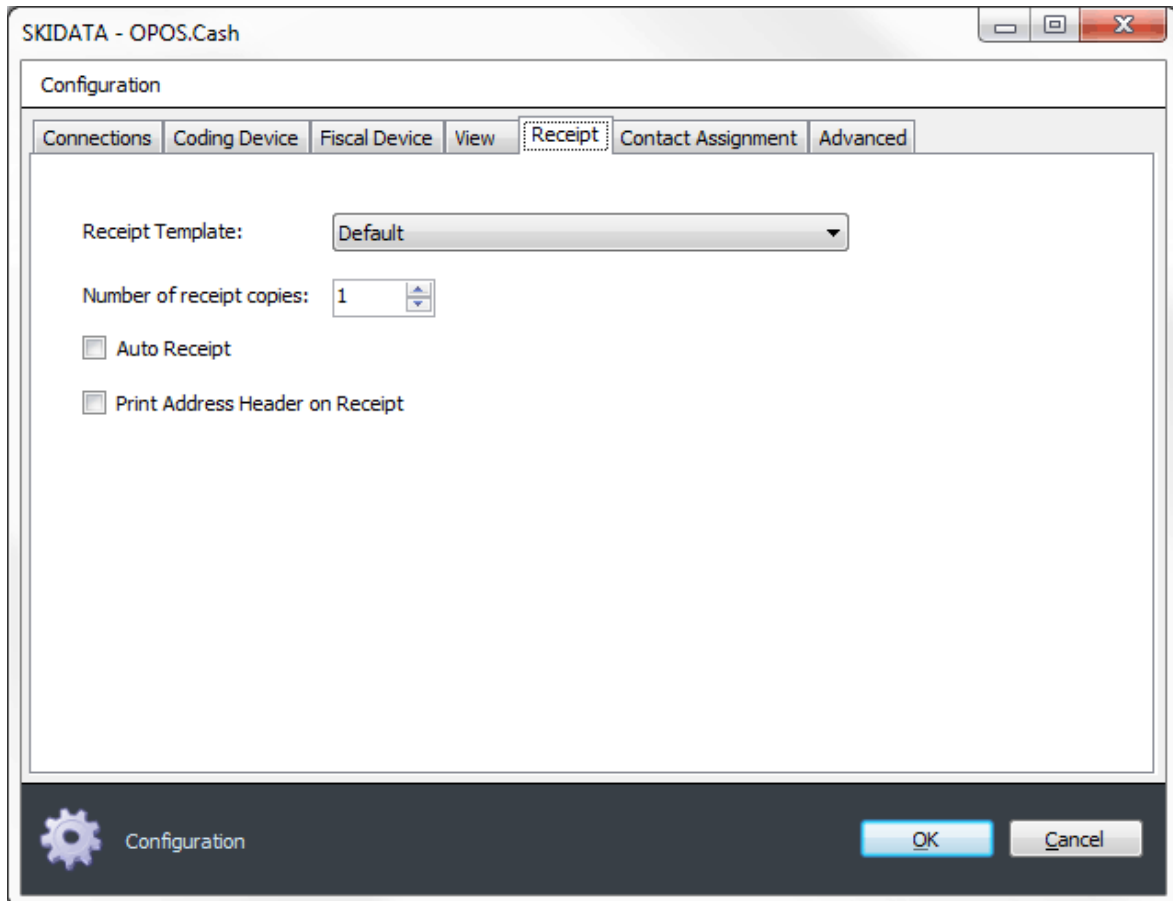


Hint: Changing the user interface setting will require OPOS.Cash to be re-started.

8.3.5 Configuration - Receipt

On the Receipt tab, you can manage invoice templates and configure relevant invoice settings.

Fig. 54: Configuration - Receipt



■ Receipt Template

- **Default:** Selecting this option causes the charged tax to be stated on the printed invoice.
- **Without tax:** If this option is selected, the charged tax is not stated separately on the printed invoice.

■ Number of receipt copies: Specifies the number of receipts to be issued along with each invoice.

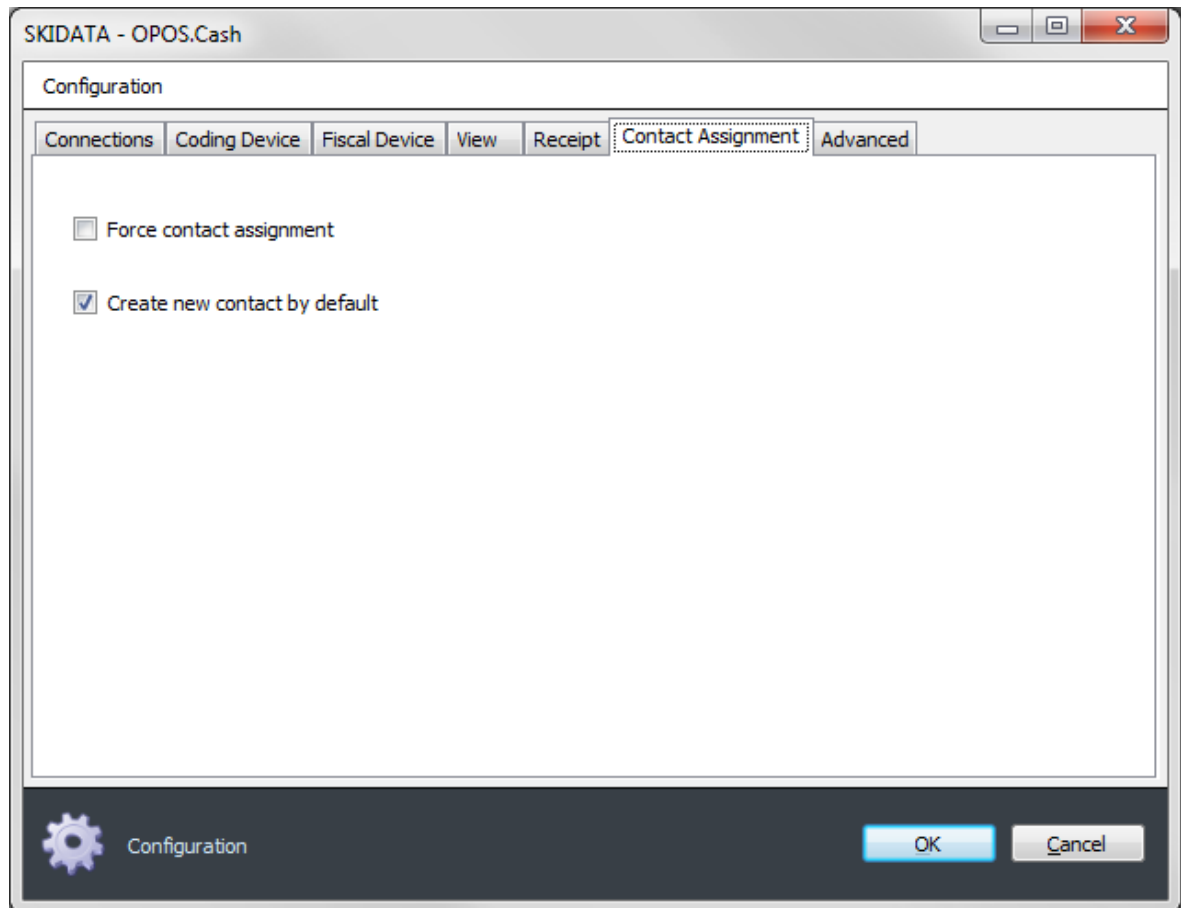
■ Auto Receipt: Selecting this option causes a receipt to be issued for each sale.

■ Print Address Header on Receipt: If this option is selected, the pre-defined address header will be printed on the invoices.

8.3.6 Configuration – Contact Assignment

On the Contact Assignment tab you can configure the basic settings for assigning contacts to sales transactions.

Fig. 55: Configuration – Contact Assignment



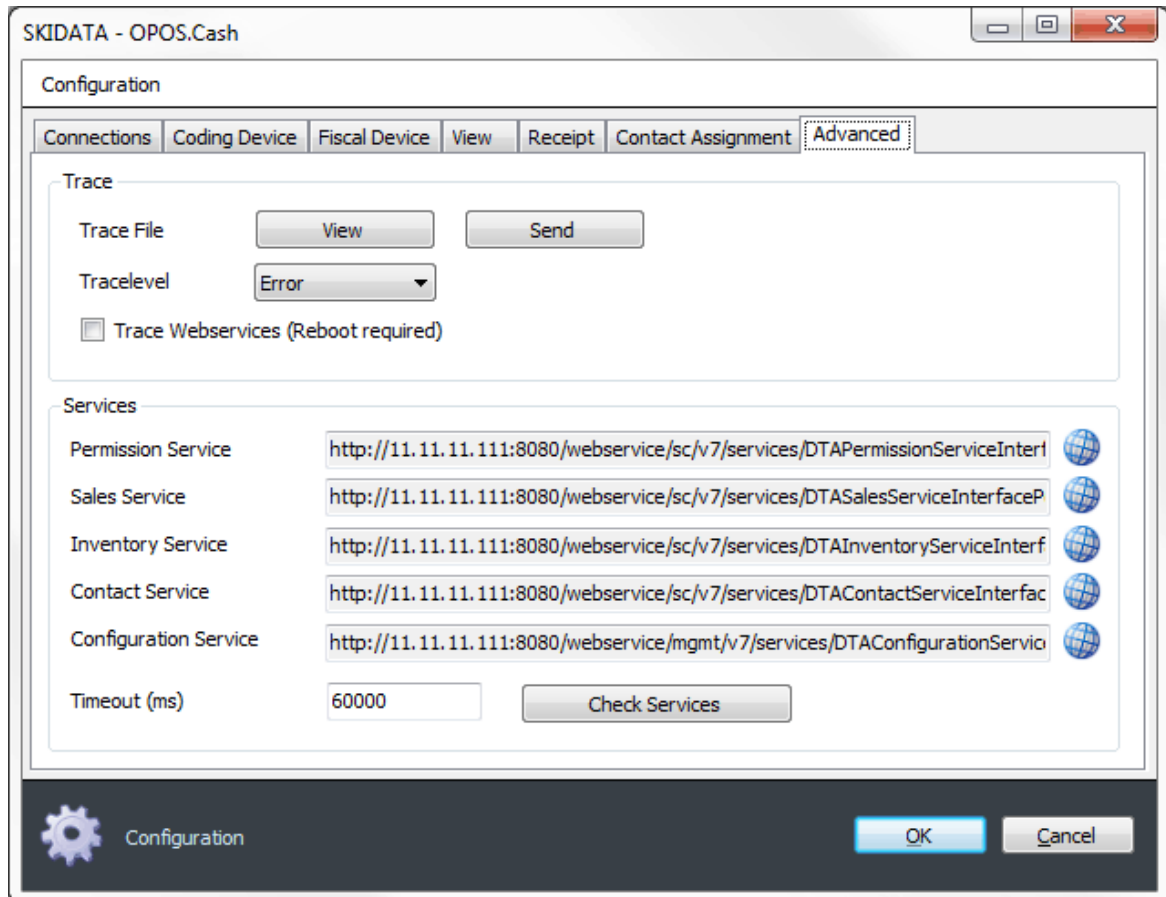
Force contact assignment: This option will cause the Contact Search dialog to open every time a sales transaction is made, allowing you to select the contact to be assigned to the transaction.

Create new contact by default: Activating this option will open the New Contact dialog every time a sales transaction is made, allowing you to add a new contact or photo.


8.3.7 Configuration - Advanced

The **Advanced** tab contains general options for the use of OPOS.Cash.

Fig. 56: Configuration - Advanced



- **Number of receipt copies:** If a receipt is to be printed when issuing a ticket, the number of receipts can be set here.
- **Auto Receipt:** If this checkbox is activated, the specified number of receipts is printed automatically when the ticket is issued.
- **Print Address Header on Receipt:** The address header is automatically retrieved from the ski system and printed on the receipt.
- **Trace Level:** Defines the events to be recorded in the Trace log. Depending on the options selected, the following events are logged:
 - Errors: errors only (default setting)
 - Warnings: all warnings and errors
 - Information: all information, warnings and errors
 - All: all events
- The Trace log is recorded automatically. It can be opened and viewed by clicking the **View** button and sent to the previously defined address by clicking the **Send** button. The address is automatically retrieved from the system during the installation.
- Permission Service, Sales Service, Inventory Service Contact Service and Configuration Service are connection parameters that are applied automatically after the installation.

- **Timeout:** if the program does not receive a response within this time, the transaction is cancelled and a corresponding error message is displayed. The time is given in milliseconds; the default is 6000 ms (= 6 seconds).
- **Check Services:** Performs a test of all connections; a positive result is indicated by the following symbol: 

8.3.8 Online Configuration

These details may only be input or changed by SKIDATA technicians.

